

STANDARDIZED REGULATIONS (DSSR)

(Government Civilians, Foreign Areas)

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METHOD AND MAINTENANCE

The Department of State Standardized Regulations (Government Civilians, Foreign Areas) are issued electronically effective July 1999. The regulations are published on the internet at <http://www.state.gov/m/a/als/index.cfm?id=1843>.

CHECKLIST OF TRANSMITTAL LETTERS

Transmittals have not been issued since 1999. If you wish to keep a manual transmittal list, please refer to the biweekly cables on our website: <http://www.state.gov/m/a/als/920/bwkly/> (eff. 5/1/05 TL:SR 650)

<u>TL NO.</u>	<u>Initials</u>	<u>TL No.</u>	<u>Initials</u>	<u>TL No.</u>	<u>Initials</u>	<u>TL No.</u>	<u>Initials</u>	<u>TL No.</u>	<u>Initials</u>
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010 AUTHORITIES011 Authority for Issuance

Executive Order No. 10903 of January 9, 1961, No. 10970 of October 27, 1961, No. 10853 of November 27, 1959, No. 10982 of December 25, 1961, No. 11779 of April 19, 1974, No. 12228 of July 24, 1980, No. 12292 of February 23, 1981 and 12561 of July 1, 1986 authorized and directed the Secretary of State to exercise the following described statutory powers of the President:

- a. the authority vested in the President by 5 U.S.C. 5921(3), 5 U.S.C. 5922(b), 5 U.S.C. 5922(c) and 5 U.S.C. 5924(4)(B) to prescribe regulations defining the term "employee" and governing: (1) certain waivers of recovery, (2) the payment of allowances and differentials authorized by 5 U.S.C. 5921-5925 and 5928 and certain other matters, the advances of pay authorized by 5 U.S.C. 5927 and (3) travel expenses for dependents of certain employees;
- b. the authority vested in the President by 5 U.S.C. 5913 to prescribe regulations governing the allotment of funds to posts in foreign countries to defray unusual expenses incident to the operation and maintenance of official residences suitable for chief representatives of the United States at such posts and to designate senior officials of this Government in foreign areas;
- c. the authority vested in the President by Section 905 of the Foreign Service Act of 1980 to prescribe regulations governing allowances in order to provide for the proper representation of the United States by officers or employees of the Foreign Service;
- d. the authority vested in the President by other provisions of law (including Section 235(1) of Title 38 of the United States Code) to prescribe regulations governing representation allowances similar to those authorized by Section 905 of the Foreign Service Act of 1980;
- e. the authority vested in the President by Sections 7(a) and 8(a) (1) and (2) of the Defense Department Overseas Teachers Pay and Personnel Practices Act (20 U.S.C. 905(a) and 20 U.S.C. 906(a)(1) and (2), as amended, 20 U.S.C. 901 et seq.), to prescribe regulations relating to quarters, quarters allowances, cost-of-living allowance and post differential;
- f. the authority vested in the President by Section 3 of the Federal Civilian Employee and Contractor Travel Expenses Act of 1985 (5 U.S.C. 5702) to establish maximum rates of per diem allowances and reimbursements for the actual and necessary expenses of official travel for employees of the Government in travel status at localities in foreign areas as defined in 5 U.S.C. 5921;
- g. the authority vested in the President by 5 U.S.C. 5523(b), 5 U.S.C. 5523(a) and 5 U.S.C. 5527(a): (1) to determine additional allowance payments that may be granted to employees as necessary to offset the direct added expenses incident to an evacuation; (2) to terminate payments of monetary amounts to or for the account of employees; and (3) to coordinate the policies and procedures of the respective departments in the executive branch under the law;
- h. the authority vested in the President by Section 9 of the United Nations Participation Act of 1945 (59 Stat. 619), as amended by Section 304 of P.L. 100-459 (102 Stat. 2208), to pay a housing and subsistence expense allowance to U.S. delegates and alternates to the United Nations General Assembly;
- i. the authority vested in the President by 5 U.S.C. 5922 as amended by Section 411 of P.L. 95-426 (92 Stat. 963)(new 5 U.S.C. 5926) to grant employees compensatory time off at certain posts in foreign areas; and
- j. the authority vested in the President by Sections 235(6) and (7) of Title 38 to prescribe regulations for certain relocation benefits for employees of the Veterans Administration.

012 Exercise of Authority (eff. 5/1/05 TL:SR 650)

The Secretary of State hereby prescribes the following regulations governing allowances, differentials and defraying of official residence expenses in foreign areas. These regulations and any amendments and revisions to them shall govern:

- a. granting of quarters allowances, cost-of-living allowances, post differential, difficult to staff incentive differential, and danger pay allowance authorized by 5 U.S.C. 5921-5925 and 5928 for employees defined in Section 040i and for employees defined in Section 040j who may be authorized by other provisions of law to be paid allowances and differentials;
- b. allotment of funds to defray official residence expenses authorized by 5 U.S.C. 5913;
- c. granting of representation allowances authorized by Section 905 of the Foreign Service Act of 1980, for officers or employees of the Foreign Service, and similar allowances authorized by other provisions of law (including Section 235(a)(2) of Title 38 of the United States Code) for employees (Section 040i) other than employees of the Foreign Service unless authority to prescribe regulations for such employees under any such act has been vested in, or specifically delegated to, someone other than the Secretary of State;
- d. granting of quarters allowances, cost-of-living allowances and post differential authorized by Section 7(a) and 8(a)(1) and (2) of the Defense Department Overseas Teachers Pay and Personnel Practices Act (20 U.S.C. 905(a) and 20 U.S.C. 906(a)(1) and (2), as amended 20 U.S.C. 901 et seq.);
- e. maximum rates of per diem allowances and reimbursements for the actual and necessary expenses of official travel for employees of the Government for travel in foreign areas as authorized by 5 U.S.C. 5702;
- f. the payment of compensation, post differential and allowances in the event of an emergency evacuation of employees or their EFM's, or both, from duty stations for military or other reasons or because of imminent danger to their lives (5 U.S.C. 5521-5527);
- g. the payment of a housing and subsistence expense allowance to U.S. delegates and alternates to the United Nations General Assembly as authorized by Section 9 of the United Nations Participation Act of 1945, as amended (59 Stat. 619);
- h. granting of compensatory time off to employees at certain posts in foreign areas authorized by 5 U.S.C. 5926;
- * i. granting of relocation allowances authorized 38 U.S.C. 707(a)(6) and (7) for the Veterans Administration; and (eff. 5/1/05 TL:SR 650)
- j. advances of pay to employees entering foreign area assignments authorized by 5 U.S.C. 5927.

013 Authority of Head of Agency

When authorized by law, the head of an agency may defray official residence expenses for, and grant post differential, difficult to staff incentive differential, danger pay allowance, quarters, cost-of-living, representation allowances, compensatory time off at certain posts and advances of pay to an employee of his/her agency and require an accounting therefor, subject to the provisions of these regulations and the availability of funds. Within the scope of these regulations, the head of an agency may issue such further implementing regulations as he/she may deem necessary for the guidance of his/her agency with regard to the granting of and accounting for these payments. Furthermore, when the Secretary of State determines that unusual circumstances exist, the head of an agency may grant special quarters, cost-of-living, and representation allowances in addition to or in lieu of those authorized in these regulations.

020 EFFECTIVE DATES021 Current Regulations

These regulations shall be effective April 2, 1961. Amendments and revisions shall be effective as of the dates specified in each.

022 Superseded Regulations

The regulations contained herein shall supersede the Standardized Regulations (Government Civilians, Foreign Areas) of June 1953, as revised and amended.

030 APPLICABILITY

These regulations apply to male and female employees even though male pronouns may appear in the text. Any provision in these regulations that limits the payment of allowances to an employee because employee is in a non-pay status shall not apply to any employee who is in a non-pay status solely due to a lapse of appropriations.

031 United States Citizen Employees031.1 Quarters Allowances031.11 Employees Recruited in the United States

Quarters allowances prescribed in Chapter 100 may be granted to employees who were recruited by the employing government agency in the United States, the Commonwealth of Puerto Rico, the Commonwealth of the Northern Mariana Islands, and the possessions of the United States. In the case of married couples see Section 134.13.

031.12 Employees Recruited Outside the United States

Quarters allowances prescribed in Chapter 100 may be granted to employees recruited outside the United States, provided that:

- a. the employee's actual place of residence in the place to which the quarters allowance applies at the time of receipt thereof shall be fairly attributable to his/her employment by the United States Government; and
- b. prior to appointment, the employee was recruited in the United States, the Commonwealth of Puerto Rico, the Commonwealth of the Northern Mariana Islands, the former Canal Zone, or a possession of the United States, by:
 - (1) the United States Government, including its Armed Forces;
 - (2) a United States firm, organization, or interest;
 - (3) an international organization in which the United States Government participates; or
 - (4) a foreign government

and had been in substantially continuous employment by such employer under conditions which provided for his/her return transportation to the United States, the Commonwealth of Puerto Rico, the Commonwealth of the Northern Mariana Islands, the former Canal Zone, or a possession of the United States; or

- c. as a condition of employment by a Government agency, the employee was required by that agency to move to another area, in cases specifically authorized by the head of agency.

Subsection 031.12b may be waived by the head of agency upon determination that unusual circumstances in an individual case justify such action.

An employee who was determined to be eligible to be granted a living quarters allowance under former Section 031.12d, last effective March 25, 1971 and last published in TL:SR-174 dated August 11, 1968, may continue to be eligible for and be granted a living quarters allowance while continuously employed in a foreign area and while he/she is otherwise eligible for such allowance.

031.13 Employees Other Than Spouses

A quarters allowance may not be granted to a non-spouse employee who is a dependent of another employee or of a married couple employed by the United States Government.

031.14 Employees of the Peace Corps

Quarters allowances prescribed in Chapter 100 may be granted to employees of the Peace Corps wherever recruited in amounts determined by the Director of the Peace Corps not in excess of the amounts determined in accordance with Chapter 100.

031.2 Other Allowances

Post Allowances prescribed in subchapter 220, danger pay allowance prescribed in Chapter 650 and the compensatory time off prescribed in Chapter 800 may be granted to employees defined in Section 040i. Other cost-of-living allowances (foreign transfer allowance, home service transfer allowance, separate maintenance allowances, education allowances, and educational travel), and difficult to staff incentive differential, prescribed in subchapters 240, 250, 260, 270, 280, and 1000, respectively, may be granted subject to exceptions contained in the foregoing chapters, only to those employees who are eligible for quarters allowances under Section 031.1. Employees of the Peace Corps shall not be eligible for allowances mentioned in this section except as may be expressly authorized by the Director of the Peace Corps in amounts determined by him/her not in excess of those determined in accordance with the relevant provisions of Chapters 200 and 650.

*031.3 Post Differential (eff. 5/1/05 TL:SR 650)

Post differential prescribed in Chapter 500 may be granted to employees who are described in Sections 031.11 and 031.12 (eligible for quarters allowances), including married couples, and to employees officially stationed in the United States who are on extended detail (Section 541) in a foreign area,

except that:

- a. post differential may not be granted to a non-spouse dependent employee who is a member of the household of another employee or of a member of the U.S. Armed Forces;
- b. employees of the Peace Corps shall not be eligible for post differential except as may be expressly authorized by the Director of the Peace Corps in amounts determined in accordance with Section 550.

*(Each spouse, if otherwise eligible, may be granted post differential regardless of whether both spouses are receiving the living quarters allowance.)

An employee hired under former Section 031.12d referred to in Section 031.12 may continue to receive post differential prescribed in Chapter 500 while continuously employed in a foreign area and while he or she is otherwise eligible for a post differential.

031.4 Temporary Employees

Employees appointed on a full-time basis for temporary periods (5 CFR 316; or other applicable agency authority) may be granted the allowances, post differential, danger pay allowance, advances of pay and compensatory time off for which they are eligible.

031.5 Part-time Employees

Part-time employees (5 CFR 340; or other applicable agency authority) shall not be granted allowances, post differential, or advances of pay, but may be granted danger pay allowance prescribed in Chapter 650 and compensatory time off prescribed in Chapter 800.

031.6 Employees Residing in the United States

Regardless of any other provision of these regulations, an employee who arrives at a new post (Section 040h) in a foreign area on or after December 1, 1961, and who occupies quarters in the United States (Section 040a) shall not be granted any post, living quarters, education allowances, post differential, or difficult to staff incentive differential, that may be established for his/her post, unless such occupancy is the result of leave or official duty in the United States in accordance with other provisions of these regulations. Danger pay may be granted if appropriate.

031.7 Employees of the Veterans Administration

For employees transferring between the Philippines and the United States, the Administrator of the Veterans Administration may grant (under 38 U.S.C. 235(6) and (7) and E.O. 12228): (a) subsistence while occupying temporary quarters as prescribed in Chapter 302, Part 5 of the Federal Travel Regulation and (b) expenses relating to the sale and purchase of the residence or settlement of an unexpired lease of the employee as prescribed in Chapter 302, Part 6 of the Federal Travel Regulation. The benefit in part (a) is in lieu of the home service transfer allowance (if applicable) in these Standardized Regulations, and the benefit in part (b) is in addition to any other applicable transfer benefit in these Standardized Regulations.

032 Non-Citizen Employees

The allowances, post differential, danger pay, compensatory time off, advances of pay and difficult to staff incentive differential, in Chapters 100, 200, 500, 650, 800, 850, and 1000 may be paid to non-citizen employees (Section 040j) to the extent that the payment of such allowances and differential to the non-citizen employee is authorized by any provision of law other than 5 U.S.C. 5921-5928 (except advance of pay for medical treatment under 5 U.S.C. 5927 and Chapter 850).

*033 Per Diem Allowances For Travel

The foreign area travel per diem allowances prescribed in Section 925 may be paid to civilian employees of the U.S. Government in accordance with the Federal Travel Regulation promulgated by the General Services Administration or other applicable travel regulations. Internet site: <http://www.state.gov/m/a/als/prdm/>

*As a convenience to Federal agencies, an attachment to Section 925 includes the most recent Civilian Personnel Per Diem Bulletin containing locality per diem allowances for non-foreign areas outside the conterminous (continental forty-eight) United States. These rates are established by the Secretary of Defense for civilian travelers of the U.S. Government. Internet site: <http://www.dtic.mil/perdiem/pdrates.html> (eff. 5/1/05 TL:SR 650)

*The prescribed maximum travel per diem rates for the conterminous United States are established by the General Services Administration. These rates may be found in Appendix A to Chapter 301 of the Federal Travel Regulation. Internet site: http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA_BASIC (eff. 5/1/05 TL:SR 650)

040 DEFINITIONS

The following definitions apply to all chapters of these regulations, unless waived or modified in specific instances. Supplementary definitions which apply to specific chapters or sections only will be found in the General Provisions of those chapters and subchapters.

- a. "United States" when used in a geographical sense, means the several States of the United States of America, including Alaska and Hawaii, and the District of Columbia. (See also Sections 241.1c and 251.1c.)
- b. "Continental United States" means the several States of the United States of America, excluding Alaska and Hawaii, but including the District of Columbia.
- c. "Government" means the Government of the United States of America.
- d. "Government agency" means: (1) each executive department of the Government, (2) each independent establishment or agency in the executive branch of the Government, including each corporation wholly owned (either directly or through one or more corporations) by the Government, (3) the General Accounting Office, and (4) the Library of Congress.
- e. "Head of agency" means either the head of a government agency or anyone designated by him/her to make determinations in his/her behalf.
- f. "Foreign area" means any area situated outside the United States, the Commonwealth of Puerto Rico, the Commonwealth of the Northern Mariana Islands, and the possessions of the United States. With respect to teachers defined in subsection n, hereof, "foreign area" also includes the Midway Islands.
- g. "Country of assignment" means the country in which the employee's post is located as listed in the electronic Table of Allowances (Section 920). (eff. 5/1/05 TL:SR 650)
- h. "Post" means the place designated as the official station of the employee, regardless of whether he/she is detailed elsewhere or resides at another place with the authorization or approval of the head of his/her agency. (See also Section 061.)
- i. "Employee" means an individual employed in the civilian service of a government agency (including ambassadors, ministers, and members of the Foreign Service of the United States under the Department of State) who is:
 - (1) a citizen of the United States (except under Section 312);
 - (2) officially stationed in a foreign area, except as otherwise specifically provided in these regulations;
 - (3) receiving basic compensation (Section 040k); and
 - * (4) eligible for allowances or differential under subchapter 030, including the provisions pertaining to local hires (Section 031.12) and temporary employees (Section 031.4), as determined by relevant agency authority. (Eff 10/02/05 TLSR 656)

No sex discrimination is implied or intended through use of male pronouns which may appear in these regulations.

- j. "Non-citizen employee" means a civilian who is:
 - (1) not a citizen of the United States; but is
 - (2) employed by a government agency; and is
 - (3) officially stationed in a foreign area.

For purposes of Section 852 of these regulations, a United States citizen appointed under Section 303 and employed under Section 311 of the Foreign Service Act of 1980, is considered a non-citizen employee.

- k. "Basic compensation" means the rate of compensation fixed:
 - (1) by statute for the position held by an employee; or
 - (2) by administrative action pursuant to law; or

- (3) administratively in conformity with rates paid by the Government for work of a comparable level of difficulty and responsibility in the continental United States, before any deduction is made and without taking into consideration any additional compensation such as overtime pay, night pay differential, hazard differential, extra pay for work on holidays, post differential, and allowances; except that for teachers defined in subsection n, hereof, basic compensation means the rate of compensation fixed by the military departments of the Department of Defense for the position held by an individual (including any appropriate increments for having completed a higher level of academic preparation) before any deduction is made and exclusive of all allowances, differentials, or other additional compensation.
1. "Salary" means the basic compensation of an employee plus, with respect to an employee serving as chief of mission, officer temporarily in charge of the operations of an agency at a post, or in some other similar capacity, any additional compensation that he/she may be authorized to receive while serving in such capacity, but exclusive of all allowances, differentials or other additional compensation.
- *m. "Family" means one or more of the following relatives of an employee residing in the same quarters as the employee at his/her post, or who would normally reside at the post except for the existence of circumstances cited in Section 262 warranting the grant of a separate maintenance allowance, but who does not receive from the Government an allowance similar to that granted to the employee and who is not deemed to be a dependent or a member of the family of another employee for the purpose of determining the amount of a similar allowance: (eff. 5/1/05 TL:SR 650)
- (1) spouse, excluding a spouse entitled to and receiving a similar allowance;
- (2) children who are unmarried and under 21 years of age or, regardless of age, are incapable of self-support. The term shall include, in addition to natural offspring, step and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship at least until they reach 21 years of age and when dependent upon and normally residing with the guardian. (See Sections 270 and 280 on education allowances and educational travel.);
- (3) parents (including step and legally adoptive parents) of the employee or of the spouse, when such parents are at least 51 percent dependent on the employee for support;
- (4) sisters and brothers (including step or adoptive sisters, or step or adoptive brothers) of the employee or of the spouse, when such sisters and brothers are at least 51 percent dependent on the employee for support, unmarried and under 21 years of age or, regardless of age, are incapable of self-support. (See also Sections 270 and 280 on education.);
- (5) when determined by the head of agency to be in the interest of the Government, a father, mother, brother, sister, son or daughter, regardless of age or dependency, who acts as the official hostess or equivalent for an employee who has no spouse residing with him or her at the post.
- n. "Teacher" means an employee who is a teacher as defined Section 2(2) of the Defense Department Overseas Teachers Pay and Personnel Practices Act (73 Stat. 213) and regulations issued thereunder by the Department of Defense. Substitute teachers are not considered to be teachers for the purpose of these regulations.
- o. "Grant", used as a verb, means to authorize or approve payment of;
"Grant", used as a noun, means authorization or approval for payment.
- *p. "Detail" means the temporary assignment or temporary duty (including temporary duty for consultation) of an employee away from his/her post (Section 040h). (See also Section 511c with respect to post hardship differential, Section 651c concerning danger pay, and Section 811c concerning compensatory time off.) (eff. 5/1/05 TL:SR 650)
- q. "Transfer" means a change in an employee's post (Section 040h) within the same government agency.
- r. "Separation" means termination of an employee's services with a government agency (including termination by resignation, retirement or death).

050 PAYMENTS (See Section 030 - Applicability.)051 Allowance Payments051.1 Determining Rate

Methods for determining the rate of payment of each allowance granted to an employee in accordance with Chapters 100, 200, 300, 600, 650, and 850 are prescribed in sections dealing with each allowance.

051.2 Employees in Non-Pay Status

All allowances granted under these regulations may continue during periods while the employee is in non-pay status not in excess of 14 calendar days at any one time. For periods in non-pay status longer than 14 calendar days, payments under allowance grants are to be suspended as of the day the employee enters the non-pay status, and payment is not to be made for any part of such period, unless otherwise specifically provided in these regulations. (See Section 132.2b(2).)

052 Post Differential Payments and Danger Pay Allowance052.1 Determining Rate

Methods for determining rates of post differential and danger pay allowance are prescribed in Sections 550 and 656 respectively.

052.2 Employees in Non-Pay Status

Payment of post differential and danger pay allowance shall be suspended while an employee is in non-pay status.

053 Payment for One Day Involving Two Posts

Payment of allowances and post differential, if granted, for any day during which an employee is on duty or leave at two posts shall be made at the rate authorized for the previous day.

054 Federal Income Tax054.1 Allowances and Official Residence Expenses

Allowances authorized and paid in accordance with Chapters 100, 200 and 300, and official residence expenses authorized and paid in accordance with Chapter 400, shall not be included in gross income for Federal income tax purposes.

054.2 Post Differential, Difficult to Staff Incentive Differential and Danger Pay Allowance

Post differential, difficult to staff incentive differential and danger pay allowance shall be included in gross income for Federal income tax purposes.

055 (Not currently used)

056 Penalty for Presenting False Claim

A penalty for presenting a false or fraudulent claim of a fine of not more than \$10,000 or imprisonment for not more than 5 years or both, is authorized in 18 U.S.C. 287 and 1001. Falsification of an item in a claim may result in forfeiture of the entire claim as provided 28 U.S.C. 2514.

057 Early Termination of Grants

Any allowance or post differential grant to an employee may be terminated by the head of agency or the Secretary of State as of a date earlier than those specified in the applicable sections of these regulations, when termination on such earlier date has been determined to be equitable or in the public interest. Any grant terminated under this section may again commence, while the employee remains eligible for the allowance or post differential, when the head of agency or Secretary of State determines that such commencement is appropriate.

060 CLASSIFICATIONS AND RECLASSIFICATIONS OF POSTS061 Post Classifications

- * The classifications (i.e. allowance rates) for living quarters, post, transfer, education allowance, danger pay, and post differential at any place in foreign areas where employees may be assigned are provided in the electronic Section 920 found at <http://www.state.gov/m/a/als/rates/> . (eff. 5/1/05 TL:SR 650)

- (1) If the name of the post is listed individually in Section 920, the classifications shown for the post shall be applicable.
- (2) If the post is not listed individually in Section 920, but the country or area of assignment is listed, the appropriate classification for the country or area of assignment shall apply.
- (3) If the post is not listed individually in Section 920, the classification shown for "Other" for that country shall be applicable.
- (4) If neither the name of the post nor the name of the country or area is so listed, the classifications shown for "Other Foreign Localities" shall apply.

*062 Post Reclassifications

If warranted by analysis of reports, a post will be reclassified for any allowances, post differential and danger pay listed in Section 920. Such reclassifications will be currently effective including those for individual posts which previously were classified under the "Other" listing and appear for the first time individually. Revision of a post classification for an allowance, differential or danger pay necessitates revision of the payments to affected employees. Where a post has been reclassified for education allowance in a grade or grades, the new rate shall apply only to grants which cover periods of school attendance beginning on or after the effective date of the reclassification. (eff. 5/1/05 TL:SR 650)

063 Payment Tables

See Chapter 900 for explanation of the post classification system and instructions for use of the payment tables.

070 REPORTING REQUIREMENTS071 General

Each agency shall provide the Department of State, without reimbursement, the reports described in this chapter and such other reports as the Secretary of State may request for the proper allowance, differential and danger pay classification of posts abroad. In addition, the rates at which allowances are granted by the head of an agency, any revisions in the rates of such grants, and the dates of their commencement, revision and termination, shall be reported to the General Accounting Office in accordance with provisions of this chapter.

072 Reporting Responsibility072.1 Scheduling of Reports

Agencies are responsible for preparation and submission of allowance and differential reports as prescribed in Section 072.11 for newly activated posts and in Section 072.12 for established posts. See Section 653 for danger pay reporting.

072.2 Notification Regarding New and Closed Posts

Agencies shall notify the Department of State (ATTN: Office of Allowances) immediately upon assignment of personnel to any post in a foreign area to which no employee of their agency is currently assigned. They shall also notify the Department of State immediately when no personnel of their agencies remain assigned to a post listed in Section 920 and they do not intend to assign personnel to that post in the near future.

072.3 Procedure in Event of Delayed Reports072.31 Importance of Reports to Agencies and Personnel at Post

It is important to every agency having staff in foreign areas and to every member of such staff that the prescribed allowance reports be carefully prepared and submitted in strict conformity with the reporting schedules in Sections 072.11 (new posts) and 072.12 (established posts). Otherwise, employees may not receive the allowances or differential for which they are eligible.

072.32 Action in Event of Delayed Reports

If for any reason a report cannot be submitted when due, the following actions shall be taken: (a) at a Foreign Service post, the principal officer shall notify the Department of State: ATTN: Office of Allowances; (b) non-State posts shall notify their parent Washington office which, in turn, will inform the Office of Allowances, Department of State. Notification shall include the reason for delay and an estimate of the date on which the report will be submitted.

072.33 Delayed Submission of December Reports

At posts where during the busy holiday season shops and commissaries find it difficult to assist the price collectors in preparing the Retail Price Schedule form DS 2020 through 2027 (eight parts) (formerly Form DSP-23Y) for the month of December, the prices may be collected during the first two weeks of January with the report dated accordingly.

072.34 Penalty for Unduly Delayed Reports

Specific and well documented presentation must be made by the Secretary of State to the Office of Management and Budget and to the Congress showing that the allowances differential and danger pay classifications are in keeping with legislative intent. If there should be considerable unexplained delay in the receipt of the reports as scheduled, the Secretary of State may find it necessary to reduce or eliminate the post's allowance, differential and danger pay classification, pending submission of the reports.

SCHEDULE OF ALLOWANCE AND DIFFERENTIAL REPORTING

New posts - First Reports (eff. 5/1/05 TL:SR 650)

(See Section 911 and 920)

	1	2	3	4
	SF-1190 Foreign Allowances Application, Grant, and Report, DS-7604, and LQA Worksheets	Form DS 2020-2027 Retail Price Schedule	Form DS-63 Education Allowance Questionnaire	DS-267 Post Differential Questionnaire
A. Who Reports	All employees - to claim allowances and difficult to staff incentive differential (see Section 077.1). All agencies - to initiate a review of living quarters allowance rates in Section 920 for "other areas." All Section 960 LQA Worksheets or DS-7604 containing information as described in section 077.2 which supports claims made on the SF-1190 (Rev. 1/98), should be forwarded to the Office of Allowances as soon as possible after arrival of employees at the new post. Submit LQA Worksheets or DS-7604 only. (Do not submit SF-1190's.)	Employing agency of assignees first arriving at new post. (See Section 074.4 for instructions and guidance on reporting)	Employing agency of assignees first arriving at new post if they have school age children except Army, Navy, and Air Force.	Required only from newly established posts covered by a differential classified as 5 percent or higher differential in, Section 920. May be submitted by newly established non-differential posts of assignment or detail if employing agency considers excessively adverse living conditions exist.
B. Extent of Report	Full Report as described in "C" below for assignees who are granted allowances. (See also Section 077).	Hotel and Restaurant Section DS 2026. See Section 074.3 for voluntary reports.	Full report on Form DS-63 plus school's fee list.	Full report (DS-267) reflecting conditions affecting majority of personnel at post eligible for differential.
C. When Required	(1) Full Report covering allowances and difficult to staff incentive differential granted, revised, or terminated at end of pay period during which such actions were effected. (2) As soon as an employee under the living quarters allowance obtains privately leased housing at the new post. Employee should fill in Section 960 LQA Worksheet to support claim for LQA on SF-1190.	As soon as possible after first arrival of assignees at the new post.	Within three months after first arrival of assignees at the new post if they have school age children.	Within three months after first arrival of employees assigned or detailed to a differential post or to a post considered to have excessively adverse living conditions.
D. Number and Distribution of Copies	Original of SF-1190 report will be retained at the site where payment is made. The form will be filed by agency by fiscal year and retained for site audit or forwarded to designated centralized locations as may be requested by the parent agency or the GAO. At the time a request for the original form is made, unless otherwise specified by the parent agency, reproduced copies may be made for interim use at the post. SF-1190's will be retained for a period of 3 full fiscal years after the fiscal year in which all allowances granted on the form have been terminated. The annual housing report (Section 960 LQA Worksheets or DS-7604) will be sent through channels to the Office of Allowances. Other copies of the SF-1190's will be distributed in accordance with regulations of the parent agency.	In accordance with regulations of parent agency. Originals through agency channels to the Office of Allowances, Department of State.	In accordance with regulations of parent agency. Originals through agency channels to the Office of Allowances, Department of State.	In accordance with regulations of parent agency. Originals through agency channels to the Office of Allowances, Department of State.

Danger Pay: See Section 653 of the Standardized Regulations

SCHEDULE OF ALLOWANCE AND DIFFERENTIAL REPORTING

Established posts - Subsequent Reports (eff. 5/1/05 TL:SR 650)
(See Section 911 and 920)

	1	2	3	4
	SF-1190 Foreign Allowances Application, Grant, and Report; DS-7604; and LQA Worksheets	DS 2020-2027 Retail Price Schedule	Form DS-63 Education Allowance Questionnaire	DS-267 Post Differential Questionnaire
A. Who Reports	All employees - to claim allowances and difficult to staff incentive differential (see Section 077.1). All agencies – annually the Section 960 LQA Worksheets or DS-7604 for posts with employees under the living quarters allowance for review by the Office of Allowances to ensure the adequacy of the rates established in Section 920. Section 960 Worksheets or DS-7604 will be required only for employees initially occupying privately-leased quarters within the past twelve months or have changed privately-leased quarters within the past twelve months. (See Section 077.2)	Agency listed in Section 920 is lead agency. See Section 074.4 for instructions, guidance and required coordination with all agencies at post.	Agency listed in Section 920 except Army, Navy, and Air Force. At Army, Navy, and Air Force posts, civilian agency with majority of personnel will report.	Agency listed in Section 920 at posts classified as 5 percent or higher differential in Section 920. Report must be coordinated with other agencies at post.
B. Extent of Report	Full Report as described in Section 077 and in "C" below	DS-2026 (W) or DS-2020-2027 (Y) as listed in Section 920. See Section 074.3 on voluntary reports.	Report changes on Form DS-63 plus school's fee list.	If no changes, or only minor changes have occurred, post may update previous full report by cable or memo. A full report (DS-267) is needed every four years.
C. When Require d	(1) Full Report covering allowances and difficult to staff incentive differential granted, revised, or terminated at end of pay period during which such actions were effected. (2) Full Report as described in Section 077.2 for each employee who has initially occupied privately-leased quarters in the past twelve months or has changed privately-leased quarters in the past twelve months is required in the month listed in Section 920.	Month listed in Section 920. See Section 074.3 for voluntary reports.	Annually, if necessary, during month shown in Section 920. Interim reports may be submitted at any time.	Once every two years, adhering to month and odd or even year, as listed in Section 920. Interim reports may be submitted at any time.
D. Number and Distribu- tion of Copies	Original of SF-1190 report will be retained at the site where payment is made. The form will be filed by agency by fiscal year and retained for site audit or forwarded to designated centralized locations as may be requested by the parent agency or the GAO. At the time a request for the original form is made, unless otherwise specified by the parent agency, reproduced copies may be made for interim use at the post. SF-1190's will be retained for a period of 3 full fiscal years after the fiscal year in which all allowances granted on the form have been terminated. The annual housing report (Section 960 LQA Worksheets or DS-7604) will be sent through channels to the Office of Allowances. Other copies of the SF-1190's will be distributed in accordance with regulations of the parent agency.	In accordance with regulations of parent agency. Originals through agency channels to the Office of Allowances, Department of State.	In accordance with regulations of parent agency. Originals through agency channels to the Office of Allowances, Department of State.	In accordance with regulations of parent agency. Originals through agency channels to the Office of Allowances, Department of State.

Danger Pay: See Section 653 of the Standardized Regulations

073 Report Forms073.1 Form DS-267, Post Differential Questionnaire

- * Information reported on Form DS-267 provides the basic data needed to determine the differential posts in foreign areas and the appropriate rate of differential. (eff. 5/1/05 TL:SR 650)
- * The Form DS-267 is available through GSA and on the Department of State's external (<http://foia.state.gov/FORMS/Other.asp>) and internal (<http://arpsdir.a.state.gov/eform/jetforms.html#DS>) web sites. (eff. 5/1/05 TL:SR 650)

*073.2 Retail Price Schedule Forms DS 2020-2027 (eight parts) (formerly DSP-23Y)

- * Information reported on Forms DS 2020-2027 provides the basic data needed to determine post allowance classifications for posts in foreign areas at which civilian employees are stationed, as well as the rates of travel per diem. (eff. 5/1/05 TL:SR 650)
- * Forms DS-2020-2027 are available on the Department of State's external (<http://foia.state.gov/FORMS/Other.asp>) and internal (<http://arpsdir.a.state.gov/eform/jetforms.html#DS>) web sites. (eff. 5/1/05 TL:SR 650)

*073.3 Form DS-63 Education Allowances Questionnaire

Form DS-63 and school's fee list provides information needed to determine education allowance classifications. (eff. 5/1/05 TL:SR 650)

- * Form DS-63 is available on the Department of State's external (<http://foia.state.gov/FORMS/Other.asp>) and internal (<http://arpsdir.a.state.gov/eform/jetforms.html#DS>) web sites. (eff. 5/1/05 TL:SR 650)

* 073.4 Standard Form 1190, Foreign Allowances Application, Grant and Report (Rev. 1/98)

Under authority delegated to the Department of State by the Comptroller General of the United States, SF-1190 is prescribed to provide a uniform method of: (1) applying for payment of allowances and the difficult to staff incentive differential (and post differential and danger pay if application required by employing agency) by employees; and (2) recording the authorization of allowances and the difficult to staff incentive differential to employees for payment and audit procedures. (Post differential and Danger Pay are already granted to eligible employees under the provisions of Section 520 and Section 651, respectively, of these regulations and need not be authorized on SF-1190. Nonetheless, provision is made on the form for approval of payment of the post differential and danger pay for agencies which desire to use such approval.)

- * The Form SF-1190 is available through GSA (<http://www.gsa.gov/forms>), on the Department of State's external (<http://foia.state.gov/FORMS/Other.asp>) and internal (<http://arpsdir.a.state.gov/eform/jetforms.html#DS>) web sites, and is included as an exhibit in Section 960 of these regulations. Agencies may reproduce worksheets in Section 960 to use as backup to allowance claims made on SF-1190. Worksheets are provided for: Temporary Quarters Subsistence Allowance, Living Quarters Allowance, Foreign Transfer Allowance, Home Service Transfer Allowance, and Education Allowance. (eff. 5/1/05 TL:SR 650)

*073.5 NOT CURRENTLY USED (eff. 5/1/05 TL:SR 650)*073.6 Form DS-578, Danger Pay Factors Form

Information reported on Form DS-578 provides the data needed to determine danger pay posts in foreign areas and the appropriate rate of danger pay. This form is available from the Office of Allowances, Department of State, or on the Department of State's external (<http://foia.state.gov/FORMS/Other.asp>) and internal (<http://arpsdir.a.state.gov/eform/jetforms.html#DS>) web sites. (eff. 5/1/05 TL:SR 650)

074 Reporting Data for Per Diem and Post Allowances*074.1 DS 2020-2027 (eight parts) (formerly DSP-23)

The 2000 revision of the Retail Price Schedule consists of eight parts.

- * The DS 2020-2027 (parts 1 through 8) serves as the basis for any post (cost-of-living) allowance. DS-2026 is used to determine the appropriate per diem allowance for the post. (eff. 5/1/05 TL:SR 650)
- * The Office of Allowances of the Department of State, will provide copies of the forms to posts required to submit the report and others on request. Forms DS 2020-2027 are also available on the on the Department of State's external (<http://foia.state.gov/FORMS/Other.asp>) and internal (<http://arpsdir.a.state.gov/eform/jetforms.html#DS>) web sites. (eff. 5/1/05 TL:SR 650)

*074.2 Required Submission of DS 2020-2027

*As shown in Sections 072.11 and 072.12, DS 2020-2027 will be submitted by new posts and the DS 2026 (formerly DSP-23W) or DS 2020-2027 (formerly DSP-23Y) by established posts in accordance with reporting requirements in Section 920. The symbol "Y" indicates that the full report should be submitted (DS 2020-2027) while the symbol "W" relates only to DS 2026 (Hotel and Restaurant Report). The symbols "E" and "O" indicate that the report is required only every other year, in either the even or the odd number years. (eff. 5/1/05 TL:SR 650)

All agencies having responsibility to prepare and submit reports shall provide complete, accurate and supportable information in the annual hotel and restaurant surveys. Reporting posts shall maintain a record of the reservations made in local hotels for Federal travelers and use this information as the basis for selecting lodging facilities for the annual hotel and restaurant reports. To the maximum extent possible, this information should be fully representative of all hotel reservations made for typical Federal travelers by all U.S. Government agencies in a specific location.

DS 2020-2027 shall be sent to the Department of State, Office of Allowances, under cover of a memorandum signed by the officer responsible for preparation of the reports certifying that the hotel and restaurant report (DS 2026) is accurate, complete, current and in compliance with the Standardized Regulations. For the full retail price schedule (DS 2020-2027), the certification statement shall state that the retail outlets selected are based on current living pattern questionnaires and that the reports were prepared in accordance with section 074.4 (guidance/instructions formerly under section 950). This certification statement shall also indicate that the last living pattern survey was completed in full compliance with the instructions in section 074.4.

074.3 Submission of Cost of Living Information and Voluntary Forms DS 2020-2027

Cost of living information and voluntary DS 2020-2027 reports may be submitted at any time. In general, upward allowance adjustments will be made only upon receipt of a complete price schedule. The filing of an interim price report does not relieve the post from submitting the next regularly scheduled report. All voluntary reports shall be submitted with signed certification statements as described in Section 074.2.

074.31 Changes in Living Costs

Major changes affecting living costs at the post should be reported promptly to the Department of State (ATTN: Office of Allowances). These include major changes in the currency exchange rate available to employees for personal expenditures; the opening or closing of commissaries and post exchanges; the availability of other special facilities; and important changes in personal import duties, restrictions and taxes. If the living pattern information is no longer current, revised pages and current living pattern questionnaires should be submitted with the above information. Upon receipt of this material the Department will determine if a current retail price schedule report is required.

074.32 Changes in Hotel Situation

Whenever a substantial change in hotel costs occurs, new hotels are built or old ones cease to be available or acceptable, a revised DS 2026 should be sent in advance of the regularly scheduled submission so that the travel per diem rate may be reconsidered.

074.4 Instructions for the Retail Price Schedule (DS 2020 through 2027)

The instructions below and on the forms DS 2020 through 2027, should be followed in completing the full Retail Price Schedule. The instructions on DS 2026 should be followed in preparing the Hotel and Restaurant Report.

074.41 Forms necessary for completing the survey

Living Pattern Questionnaire (DS 1996, formerly unnumbered)

Retail Price Schedule (RPS)(DS 2020 through 2027, formerly DSP-23Y)

DS 2020, RPS, Part 1, Meat and Dairy Products
 DS 2021, RPS, Part 2, Groceries
 DS 2022, RPS, Part 3, Tobacco and Alcohol; Fruits and Vegetables
 DS 2023, RPS, Part 4, Clothing; Personal Care; Furnishings/Household
 DS 2024, RPS, Part 5, Medical; Recreation
 DS 2025, RPS, Part 6, Public Transportation; Personally Owned Vehicles; Household Help
 DS 2026, Hotel and Restaurant Report, Part 7 (formerly DSP-23W)
 DS 2027, Embassy/Consulate Commissary Survey, Part 8 (formerly DSP-23E)

Information from the Living Pattern Questionnaire, and full Retail Price Schedule is used to develop (a) the post (cost-of-living) allowance for U.S. Government civilians in foreign areas; (b) the Department of State "Indexes of Living Costs Abroad" used by private organizations; and (c) the U.S. Department of Defense Cost-of-Living Allowances (COLA) for members of the Uniformed Services. Information from the Hotel and Restaurant Report, is used to review and establish foreign travel per diem allowances.

*074.42 Submission of Reports

The submission of reports for civilians is explained in Section 070 of the Department of State Standardized Regulations (DSSR).

The preparation and submission of reports for military members is explained in Appendix M of the Joint Federal Travel Regulations (JFTR).

*The Retail Price Schedule (containing all eight forms) is available on the Department of State's web sites (<http://foia.state.gov/FORMS/Other.asp>) (<http://arpsdir.a.state.gov/eform/jetforms.html#DS>). A MS Word version of the Retail Price Schedule is also available from the Office of Allowances, Department of State, upon request. (eff. 5/1/05 TL:SR 650)

*074.43 Living Pattern Questionnaire (LPQ) Survey (DS 1996)

It is necessary to survey American Government employees at the post to secure information on their living patterns. This will be especially important at posts where Americans patronize a wide variety of retail outlets and commodities. A new living pattern survey must be conducted at least every five years or whenever there is a substantial change in overall employee living patterns at the post.

*When an employee living pattern survey is considered necessary, it must precede the price collection for the Retail Price Schedule so that employees' comments and information on the use of particular outlets and household help are in the hands of the responsible officer before the price survey begins. To conduct a living pattern survey, the DS 1996 should be reproduced and distributed to employees of all U.S. Government agencies at the post. Only those employees at the post for six months or longer need to be included in the survey. Only one survey needs to be submitted per household. (eff. 5/1/05 TL:SR 650)

Employees of all government agencies, including active-duty military personnel at post, should complete the form. If living patterns of uniformed personnel differ, the LPQs should be tabulated separately and separate pages 11-12, DS 2025 prepared. The separate pages should be clearly marked "civilian" and "military" and both sets submitted with the other pages of the forms to the Office of Allowances.

The LPQ provides important information to the price collector and the Office of Allowances that is an integral part of the analysis process. In order to be valid, employees need to sign the form and complete it in full.

Page 1: Provides general information about the employee and his/her family.

Page 2: Employees record their two most frequently used local retail outlets for the various consumer goods and services. (The price collector will tally the results to determine the most frequently used retail outlets and then visit those outlets to collect the prices of the goods and services listed in the Retail Price Schedule.)

Page 3: Employees report the percentage of goods they purchase locally, at the embassy or consulate commissary, at U.S. military facilities, from catalogues or brought to post, etc. (The price collector will tally these results and report the average percentages in the appropriate columns on page 11, DS 2025.)

Page 4: Employees report which export companies they use, foreign locations where they shop and the relative percentages of use for various commodities and services. (The price collector will tabulate these results and report the average percentages in the appropriate columns on page 11 and the names of the export companies on page 12, DS 2025.)

Page 5: Employees report the percentage of use figures for various services, including the Regional Medical Officer (RMO) and duty-free gasoline. (The price collector tabulates the results and reports the average percentages in the appropriate columns on page 11, DS 2025.)

In order to be a statistically valid survey and reasonably reflect living conditions at the post, at least two-thirds (67%) of eligible personnel, (only one employee per household and employees at post for more than six months are eligible) must complete the LPQs in years when they are submitted. The survey team should use a follow-up procedure to encourage maximum participation, such as a town meeting, announcements in the post newsletter, and memoranda from the principal officer or senior official. If unusual or extenuating circumstances somehow prevent fulfillment of the participation requirements, the post must explain the circumstances in a cover memorandum, forwarded with the survey questionnaires.

Living Pattern Questionnaire survey forms must be submitted to the Department along with the completed Retail Price Schedule.

For posts with a large number of Federal civilian employees, the surveying of all employees can be time-consuming and possibly unnecessary. At the discretion of the survey team, a sampling technique may be used. This sample must consist of at least 150 employees with names drawn at random by Federal grade level. The random sampling method means that every employee at each specified grade level must have an equal chance of being selected.

Describe in a cover memo the sampling method used.

074.44 Importance of Retail Price Survey

The full Retail Price Schedule (DS 2020 through DS 2027), used to measure living cost differences between locations abroad and Washington, D.C., serves as the basis for determining (1) any "post" (cost-of-living) allowance for Federal civilian employees; (2) the U.S. Department of Defense cost-of-living allowances (COLA) for members of the Uniformed Services; and (3) cost-of-living comparisons for American business firms and other organizations who maintain allowances for private Americans abroad.

The Hotel and Restaurant Report (Form DS 2026) is used to maintain appropriate foreign travel per diem allowances for U.S. Government personnel (civilian and uniformed services).

The Embassy/Consulate Commissary Survey (Form DS 2027) is used to report prices at Embassy and Consulate Commissaries or Employee Association Stores. In locations with such facilities, these prices are an integral part of determining the cost-of-living.

*074.45 Preparation for Retail Price SurveyResponsible Officer

Normally, Administrative or Personnel Officers are responsible for preparing this survey. Neither the responsibility for the survey nor the price collection should ever be delegated to non-American employees.

*This survey must accurately reflect foreign living costs for the average American family. The index numbers computed from the survey are designed to reflect costs for the average Washington, DC family living in the foreign area. This family consists of three to four persons with a base salary of a GS-11, Step 5, without locality pay (approximately FS-5, Step 11). The survey officer must be familiar with the retail outlets and types of goods and services generally used by this average family. (eff. 5/1/05 TL:SR 650)

Coordination

Since the welfare of all U.S. citizen Government employees is involved, the officer with overall responsibility for the survey must contact the heads of all local civilian U.S. agencies and the senior officer of the uniformed services at the post. The responsible officer will invite each of these parties to participate in and comment upon the survey. Before the responsible officer forwards the survey results to Washington, he/she must obtain written concurrence with the results from each of the above parties by having each of them initial a cover letter to the report that so indicates. If any of the signatory parties do not concur on the results, the responsible officer should attempt to coordinate a resolution of the differences at post. However, if the differences cannot be resolved or if the resolution would involve changes to the methodology or the sampling strategy of the survey, the responsible officer should forward a statement of the differences of opinion, along with the uncoordinated survey results, to the Director, Office of Allowances, U.S. Department of State. The responsible officer should also request the head of the dissenting agency to forward a memorandum to his/her Washington office with an explanation of the objections that can be used in further discussions with the Office of Allowances.

When there are significant differences in the local outlets and actual items used by the military, or where the sources of supply differ between civilian and military personnel, the responsible survey officer should ask the senior officer of the uniformed services to submit supplementary information or a separate survey report as provided by Appendix M of the Joint Federal Travel Regulations.

Since the local private American community may be affected by the survey results, the responsible survey official may also ask for suggestions from the local American community for improving the report to better reflect private American living conditions. However, this coordination should not detract from the objective of the survey to reflect living costs and conditions of the average Federal family. Any differences from the private American community should be submitted as an attachment to the completed report. This supplementary information will be used, when possible, to derive cost comparisons for use by the public. Such suggestions should, however, reflect a general consensus among the private Americans at the post, rather than the ideas of just a few individuals.

*Notice of Upcoming Survey

If the full cost-of-living survey is required by Section 920 of the DSSR, the Office of Allowances will remind post of the need to submit a report. The reminder will be sent to the post at least 30 days before the new report is due. (eff. 5/1/05 TL:SR 650)

If a post has not received notice that a survey is required but is considering a voluntary submission of the full survey, the Office of Allowances should be notified before the survey is started. This will enable the Department to advise the post of any matters that the post should consider before completing the unscheduled survey. The Department can also verify that posts have the most recent forms and a copy of the training video.

074.46 Basic Survey Techniques

The responsible survey officer can either collect retail price information himself/herself, or that officer can identify one or more employees or U.S. citizen spouses to collect the information. However, the responsibility for the final report remains with the responsible survey officer. Price collectors must personally visit the retail outlets covered in the survey. In addition to personally inspecting the items and their prices, it is important that the price collector meet the store or department manager and obtain his/her cooperation, which is essential for a good survey. Price collectors should identify themselves as U.S. officials and explain the reasons for the survey and its importance to the American community. The price collector should ask to collect the information on his or her own. In a large store, he or she should request the names of the managers of the various departments.

The nature of survey sampling requires that the price collector gather specific information from each retail source. Detailed item specifications accompany each form. In order to accurately compare overseas costs with those in Washington, D.C., it is important that the price collector follow these specifications as closely as local conditions permit.

The price collector should see the actual items rather than relying on an inventory list from the store manager in order to judge the suitability of individual items for American employees.

Sometimes it is necessary for price collectors to pledge confidentiality or to place other restrictions on the use of data they collect from a specific retail establishment. Any such restrictions must be clearly noted by the responsible survey official in an attachment to the survey report. This specific proprietary information will then not be subject to disclosure under the Freedom of Information Act. This is an important point, as the ability of the program to obtain objective and reliable price data hinges upon the goodwill and cooperation of the retail merchants participating in the survey.

074.47 Selection of Outlets and Selection of Prices

The price collector will identify the two most frequently used local retail establishments at post for the various categories of retail products (e.g., beef, seafood, men's clothes) by tallying page two of the individual Living Pattern Questionnaires completed by employees. The retail price collector must visit these retail establishments to collect information on the corresponding goods and services. If an establishment no longer carries a particular product, a substitute outlet which also is popular among U.S. government and private personnel should be chosen and the information collected. (Note that the retail establishment must be available to government, military, and private personnel.) Use the comments section of the appropriate pages to fully explain why the substitution was necessary.

The Retail Price Schedule lists the names of specific items (and, sometimes, specific sizes) and requests the Typical Retail Price for those items (e.g., steak, apples, canned vegetables (15-17 oz.)).

(a) The items priced should be as close as possible in quality to those found in the U.S.

(b) If a survey item is available at more than one price and no size is specified on the package, report the price for the one that appears to be the closest to that requested in the DS 2020-2025.

(c) If a requested size is not available, the closest equivalent size should be selected.

(d) If a requested item is not available at the retail outlet, a comparable item may be substituted but this substitution must be explained in the comments section of the appropriate page of the DS 2020-2025.

(e) Embassy commissary prices should be reported only on form DS 2027.

For most survey items, the report also asks for substitute and economy price items.

The Substitute Price Item represents the item most often purchased as the consumer's second choice when the typical item is unavailable. This item may be more or less expensive than the typically priced item. In some cases, it may be an identical price but represent a different brand or item variation.

The Economy Price Item represents the least expensive item suitable for use by the American family at the foreign location.

*The retail price collector should use his/her judgment, based upon an average American family's selection of items and normal budget constraints, to select items which would represent substitute and economy items. (eff. 5/1/05 TL:SR 650)

The reporting of three price levels where appropriate is important. If an item is temporarily out of stock, the price last charged should be listed in the report. Anticipated price changes should be given separately. Every effort should be made to provide the full price range requested for a particular outlet. If either the first or second most frequently used outlets do not carry the item requested, the price collector should visit another retail outlet (preferably, the third most used outlet as determined by the LPQs) to collect the price data.

*All prices in the report should be those actually paid by Americans. If a survey item is on sale, the regular price, the special sale price, and the duration of the sale must be reported. If the reported prices do not include local retail sales taxes, the amount of tax added to each item by the merchant (at the time of purchase) should be clearly reported at the top of the appropriate pages of the Retail Price Schedule. Special cash discounts and delivery charges should be reported in the "description" or "comments" areas. If the price includes Value Added Tax (VAT), the VAT percentage should also be reported. (eff. 5/1/05 TL:SR 650)

If prices are significantly lower when purchased with U.S. dollars or other forms of currency, this should be reported.

074.48 Summary of Survey Preparation Guidelines

(a) Normally, Administrative or Personnel Officers have overall responsibility for preparation of the Retail Price Schedule report. The price collector must always be a U.S. citizen.

(b) The responsible officer at each post will coordinate the survey with all other U.S. Government agencies at the post, the senior officer of the uniformed services, and the American private community.

(c) The 2000 version of the Retail Price Schedule (forms DS 2020-2027) must be used with these instructions.

(d) If (1) five years have passed since employees last completed LPQs at a post, (2) the information on pages 11-12 of DS 2025 does not reflect current employee living patterns, or (3) this is a post's first Retail Price Schedule survey, an employee LPQ survey (form DS 1996) must be conducted.

(e) If there has been a previous survey, it must be used as a guide in preparing the new survey report. To the extent possible, report the prices of the same type, brand, or model of individual items from survey to survey. Avoid item substitution beyond that required by the item specifications or changes in local availability.

*(f) The survey must reflect living costs for the average Washington family, 3 to 4 persons, living in the foreign location with a base salary of about a GS-11, Step 5, without locality pay (approximately FS-5, step 11). The price collector should avoid premium or luxury goods this family cannot afford, even if he/she can. (eff. 5/1/05 TL:SR 650)

(g) Report prices in the currency charged by the individual outlet. Explain all usage of non-local currency. The price collector should NOT convert local currency prices into U.S. dollars.

(h) Report local weights and measures for each individual item. The price collector should NOT convert local weight measures (e.g. kilos) into pounds and ounces.

(i) All "most frequently used outlet" and "second most used outlet" prices reported on DS 2020-2025 must be local retail prices available to all American residents, including uniformed military and private U.S. citizens.

(j) Report prices of goods available at Embassy and Consulate Commissaries on DS 2027. These prices are reported separately and in addition to the prices at the two most frequently used local retail outlets (DS 2020-2025).

(k) The finished report should be reviewed by the responsible survey officer for completeness and accuracy, and then coordinated with the heads of all civilian agencies at the post and the senior officer of the uniformed services before submission.

(l) Submit the completed report, including DS 2026 and 2027 and Living Pattern Questionnaires (when appropriate) to the Office of Allowances (A/OPR/ALS), Department of State. Submission of the report through agency channels is explained in Section 070 of the Department of State Standardized Regulations (DSSR).

074.49 Review Before Submission

(a) Omissions - When completed, the responsible survey officer should carefully review the report to make certain that all the information requested is furnished. While all the items may not necessarily be used by U.S. Government employees at a particular post, each represents a broad class of other goods and services important to Americans. The omission of any price quotation eliminates the type of expenditure it represents and thus makes a comparison with the Washington price more difficult. In those cases where goods and services are available to Government employees through special facilities, some local items are important to living-cost comparisons made for private Americans residing at the post. In addition, should there be a sudden change in the availability of special facilities for Federal employees, this local price information will enable the Department to make allowance adjustments without a time-consuming survey of the missing items.

(b) Inconsistencies with Previous Survey - The responsible survey officer must compare all current prices and weights with the previous survey. If the prices or weights are substantially different, provide explanations or comments so that the Department will not assume there is an error in the current report. If errors are discovered in the previous survey, this should be reported so that a valid comparison between the reports can be made.

075 Reporting Data for the Post Differential and Danger Pay

*075.1 Post differential reporting is done on a biennial basis. Detailed instructions appearing on Form DS-267 (Hardship Differential Questionnaire) shall be followed in its preparation. This form must be submitted at least once in each four-year period comprising two reporting periods. Interim reports indicating all changes in environmental factors may be submitted by memorandum or other method, provided the last previous report was submitted on DS-267. Regardless of the format, the submission must reflect the current environmental situation as it affects the majority of eligible personnel assigned to the post. Form DS-267 is available on the Department of State's external (<http://foia.state.gov/FORMS/Other.asp>) and internal (<http://arpsdir.a.state.gov/eform/jetforms.html#DS>) web sites. (eff. 5/1/05 TL:SR 650)

*075.2 Detailed instructions appearing on Form DS-578 (Danger Pay Factors Form) shall be followed when preparing the Danger Pay report, with guidance provided by the Office of Allowances, Department of State if required. Conditions warranting a danger pay allowance are reviewed periodically at appropriate intervals. Form DS-578 is available from the Office of Allowances and on the on the Department of State's external (<http://foia.state.gov/FORMS/Other.asp>) and internal (<http://arpsdir.a.state.gov/eform/jetforms.html#DS>) web sites. (eff. 5/1/05 TL:SR 650)

*076 Reporting Data for the Education Allowance (eff. 5/1/05 TL:SR 650)

Detailed instructions appearing on Form DS-63 (Education Allowance Questionnaire) shall be followed in its preparation. Each submission must reflect the current educational situation as it affects the majority of eligible personnel assigned to the post who have school-age children. A full copy of the DS-63 is available on the Department of State's external (<http://foia.state.gov/FORMS/Other.asp>) and internal (<http://arpsdir.a.state.gov/eform/jetforms.html#DS>) web sites. (eff. 5/1/05 TL:SR 650)

077 Use of SF-1190, Foreign Allowances Application, Grant, and Report

077.1 Applying for Payment of Allowances and Difficult to Staff Incentive Differential on SF-1190

Employees eligible for temporary quarters subsistence, living quarters, post, foreign transfer, home service transfer, separate maintenance, education allowances and difficult to staff incentive differential shall apply for those allowances and differential on SF-1190 in accordance with implementing regulations of each agency and by completing all boxes on the form and marking "NA" in boxes not applicable. (See also Sections 072.11 and 072.12.)

* 077.2 Required Annual Reporting of Quarters Expenses on Section 960 LQA Worksheets and DS-7604

*All posts having employees eligible for the living quarters allowance are required to submit a quarters expense report annually for employees initially occupying privately-leased quarters or changing privately-leased quarters in the past twelve months. This report is needed to review the adequacy of the living quarters allowance rates listed in Section 920. (eff. 5/1/05 TL:SR 650)

*The latest Section 960 LQA Worksheet on file, supporting the SF-1190 claim for LQA, showing the annual expenses being incurred for living quarters must be furnished for each employee receiving a living quarters allowance who has initially occupied privately-leased quarters or has changed privately-leased quarters in the past twelve months. All boxes should be completed by employee except those marked "For Official Use Only". Additional information may be continued in box 17 (remarks). The Section 960 LQA Worksheets shall be sent to the Department of State, Office of Allowances, as of the month shown in column 12, Section 920, under cover of a memorandum signed by the officer designated to grant allowances or his/her delegate, certifying that the reports represent actual expenses incurred for living quarters by all employees at the post receiving a living quarters allowance who have initially occupied or changed privately-leased quarters in the past twelve months. (eff. 5/1/05 TL:SR 650)

*Instead of the individual Section 960 LQA Worksheets for employees initially occupying privately-leased quarters or changing privately-leased quarters in the past twelve months, agencies may submit a DS-7604. The DS-7604 must include a statement by the officer designated to grant allowances or his/her delegate, certifying that the form provides accurate information for allowable expenses as extracted from the Section 960 LQA Worksheets. (eff. 5/1/05 TL:SR 650)

The submission may be accompanied by a listing of individual houses or apartments rented for employees by the U.S. Government during the last 12 months and the estimated (actual when available) annual expenses for each unit for rent and utilities. (Do not include data for entire apartment houses, hotels or other similar multiple residential units.)

*077.21 Voluntary Submission of Interim Quarters Reports

In addition to the regularly scheduled submission, posts may, when they believe their living quarters allowance classification to be inconsistent with current quarters costs, file a revised report showing living quarters expenses for all employees at the post receiving a living quarters allowance who have initially occupied privately-leased quarters or changed privately-leased quarters in the past twelve months. A covering memorandum should include any relevant information not provided on the worksheets or DS-7604. The memorandum shall be signed by the officer designated to grant allowances or his/her delegate, certifying that the report represents actual expenses being incurred for living quarters by all employees at the post receiving a living quarters allowance who have initially occupied privately-leased quarters or changed privately-leased quarters in the past twelve months. The filing of an interim quarters cost report does not relieve the post from submitting the next regularly scheduled report. The Department of State may request an interim report whenever it has reason to believe that the quarters allowance classification is significantly out of line with quarters costs. (eff. 5/1/05 TL:SR 650)

077.3 Granting Allowances and Difficult to Staff Incentive Differential on SF-1190

077.31 General

Except as otherwise noted below and unless an exception is granted by the Department of State, each agency shall grant, revise and terminate temporary quarters subsistence, living quarters, post, foreign transfer, home service transfer, separate maintenance, education allowances and difficult to staff incentive differential on SF-1190's in accordance with provisions of these regulations and implementing parent agency regulations. Except for a special allowance grant under authority of Section 013, an allowance once granted may remain in effect until revision or termination is required by applicable provisions of these regulations and implementing parent agency regulations.

When an SF-1190 is used to grant, revise or terminate allowances it must be signed, in box 22, by the head of agency or the official designated to grant allowances. When a reviewing official is required (in addition to the approving official) he/she should also sign in box 22. Fill in only necessary fields on SF-1190 for revisions and terminations. Use remarks block 15 for additional detail or attach applicable Section 960 Worksheet.

As exceptions to this procedure, necessary revisions in post allowance grants:

- a. or all employees resulting from a pay act salary adjustment may be made on a group basis using white bond paper or computer generated report. The mass action document must show: (1) the employees' names, (2) posts of assignment, (3) salaries, (4) family status (Section 040m) using the following code: "1" for one adult (exclusive of the employee), "1 c" for one child and "1-1 c" for one adult and child, etc., and (5) the name, signature and title of the authorizing officer;

- b. for individual employees, allowance changes resulting from promotions, or periodic pay step increases may be made by using a copy of the agency's payroll change action form.

As a further exception, necessary revisions in living quarters allowance grants resulting from living quarters allowances classification changes may be made on a group basis using white bond paper or computer generated report. The mass action document must show: (1) the employees' names, (2) posts of assignment, (3) personnel classification of employees, (4) family status, (5) effective date of LQA change, and (6) the name, signature and title of the authorizing officer.

*(NOTE: Each post must still consider individual grant revisions under the provision of Section 134.2 and must still furnish the Department of State the annual report of quarters expenses on Section 960 LQA Worksheets or DS-7604 as provided in Section 077.2.) (eff. 5/1/05 TL:SR 650)

077.32 Special Rules

a. Granting Separate Maintenance Allowances

When granting a separate maintenance allowance the following data, in addition to that required by Section 077.31 and by box 14 of SF-1190, must be shown in box 15, Remarks, of the SF-1190:

- (1) the date of the employee's assignment to the post;
- (2) the date on which the employee began official travel to the new post under an order of assignment;
- (3) the date on which the separation from the dependent(s) occurs.

b. Granting Education Allowances

When granting an education allowance the following data, if applicable, must be shown in either box 15, Remarks, of the SF-1190 or Remarks box on Section 960 Education Allowance Worksheet:

- (1) the computations used in prorating grants; and
- (2) the reason for granting a second education allowance for a repeated grade.

c. Granting Difficult to Staff Incentive Differential

When granting a difficult to staff incentive differential the following citation must be shown in box 15, Remarks, of the SF-1190:

- (1) Date of arrival at post; and
- (2) Date of completion of one year at post.

CHAPTER 100QUARTERS ALLOWANCES110 GENERAL111 Definition

"Quarters allowance" means an allowance granted under the authority of title 5 U.S.C. 5923 and Sections 120 or 130 of these regulations.

112 Scope

The quarters allowance is intended to reimburse an employee for substantially all costs for either temporary or residence quarters whenever Government-owned or Government-rented quarters are not provided to the employee without charge. Such costs are those incurred for temporary quarters (temporary quarters subsistence allowance) or one unit of residence quarters (living quarters allowance). The temporary quarters subsistence allowance includes lodging, meals and laundry expenses while the living quarters allowance includes rent, plus any costs not included therein for heat, light, fuel, gas, electricity and water. The temporary quarters subsistence allowance and the living quarters allowance are not payable to an employee simultaneously, except under special circumstances specified in 124.1 and 132.41.

113 Advance Payments113.1 General

In accordance with the criteria and restrictions set forth in Sections 113.2 and 113.3, quarters allowances may be paid in advance, or an advance of funds may be made therefor, through the proper disbursing officer.

113.2 Advance of Funds for Temporary Quarters Subsistence Allowance

An advance of funds may be made for the temporary quarters subsistence allowance through the authorized disbursing officer. The initial advance of funds for subsistence expenses shall not exceed the maximum amount allowable under Sections 123 or 124 for the first 30 day period. Thereafter, funds may be advanced for subsequent periods (not to exceed the maximum amount for each subsequent 30 day period) as authorized by the agency.

113.3 Advance Payment of Living Quarters Allowance

- a. Advance payment of living quarters allowances may be made in localities where local custom necessitates such advance payments and where the individual lessor requires the customary advance payment of rent. Advances shall be in accordance with agency guidelines.
- b. Additionally, at posts which require initial excessive rental expenses (see definition of rent in Section 131.2), employees may receive an advance of the living quarters allowance not to exceed 3 months of the annual rate of payment.
- c. Refundable security deposits cannot be included in the advance. Agent's fees may be included in the advance provided certification is obtained under Section 131.2.

113.31 Private Leases

At posts where a determination has been made under Section 113.3 that advance payments are required, employees should endeavor to have the lessor accept a minimum advance rental payment. Wherever possible, leases should contain a 30-day cancellation clause; provide for refund of the remaining portion of the prepaid rent to the lessee in case of cancellation; provide for the privilege of subletting or assigning to another employee, or other person, at the lessee's option; and provide for payment of the rental in local currency.

113.32 Application for Advance Payment

Application for advance payment of living quarters allowance must be stated in United States dollars and submitted to the official authorized to grant the employee's quarters allowance.

113.33 Approval of Advance Payment

The approval of the application for an advance payment of living quarters allowance shall be in U.S. dollars in order to simplify the accounting and to lessen the possibility of loss by exchange to the Government or to the employee in the event a refund of any part of the advance payment is necessary prior to the expiration of the period covered.

113.34 Form of Payment

Advance payment of living quarters allowances, when authorized under Section 113.3, shall be computed in U.S. dollars. Payment may be made in dollar instruments or in local currency as appropriate.

113.35 Amount of Advance Payment

- a. The amount that may be paid in advance to any employee shall be made in accordance with agency guidelines for a period of not more than one year unless specifically approved by the officer designated to authorize allowances, and shall not exceed: (1) the rate of the employee's living quarters allowance authorized in accordance with subsection 130, or (2) the total rent advanced to the lessor, whichever is less.
- b. For initial excessive rental expenses (Section 113.3b), advance living quarters allowance may be authorized for periods of less than 3 months.

113.4 Recovery of Unpaid Balance of Advance Payments for Rent

Upon transfer or separation of the employee, any balance of an advance payment for a temporary quarters subsistence allowance or a living quarters allowance which has not been repaid to the Government shall be recoverable in U.S. dollars by the Government except as provided hereinafter. The recovery may be made by setoff against accrued allowances, salary, pay, compensation credit, or other amount due from the Government to the employee, and by such other method as may be provided by law for the recovery of amounts owing to the Government. In unusual circumstances when it is shown that the advance rent, excluding any subsistence expense, paid has not been recovered by the employee after all reasonable steps have been taken for such recovery and that recovery from the employee would be against equity and good conscience or against the public interest, the head of agency may waive, in whole or in part, any right of recovery under this subsection. Showings that merit exercise of this waiver include circumstances where the employee: (1) is transferred in emergency situations such as evacuation, or a Government agency has directed his/her transfer on exceptionally short notice owing to urgent need for his/her services at another post on a continuing basis, or (2) has left the post after receiving a notice of involuntary separation. In exercising the authority to waive repayment in the above or equally unusual circumstances the head of agency is expected to satisfy himself/herself that the employee has taken all reasonable steps to dispose of his/her quarters to others, including efforts to sublease or assign even at a financial sacrifice, and that the unpaid balance did not result from any action within the control of the employee. Any waiver granted under this section shall be reported promptly to the Secretary of State, citing these regulations and describing the circumstances.

120 TEMPORARY QUARTERS SUBSISTENCE ALLOWANCE121 Definition

"Temporary quarters subsistence allowance" means an allowance granted to an employee for the reasonable cost of temporary quarters, meals and laundry expenses incurred by the employee and/or family members:

- a. for a period not to exceed 90 days after first arrival at a new post in a foreign area or a period ending with the occupation of residence (permanent) quarters, if earlier; or
- b. for a period not to exceed 30 days immediately preceding final departure from the post subsequent to the necessary vacating of residence quarters.

122 Scope122.1 Purpose

The temporary quarters subsistence allowance is intended to assist in covering the average cost of adequate but not elaborate or unnecessarily expensive accommodations in a hotel, pension, or other transient-type quarters at the post of assignment, plus reasonable meal and laundry expenses for a period not in excess of 90 days after first arrival at a new post of assignment in a foreign area, ending with the occupation of residence quarters if earlier, or 30 days immediately preceding final departure from the post following necessary vacating of residence quarters.

122.2 Extension

The 90 and 30 day temporary quarters subsistence periods may be extended up to but not more than an additional 60 days in each case if it is determined by the head of agency that compelling reasons beyond the control of the employee require continued occupancy of temporary quarters.

122.3 Agency Options

Instead of paying TQSA as provided herein, an agency or post may choose to provide temporary quarters directly, to limit the number of days TQSA may be paid to fewer than the maximum number of days, and/or not to pay any TQSA if quarters with cooking facilities are provided.

123 Temporary Quarters Subsistence Allowance Upon First Arrival123.1 Commencement

The temporary quarters subsistence allowance grant to an employee upon first arrival at a new post, including an employee or family member occupying temporary quarters at no expense, (e.g. government-owned or leased housing), shall commence as of the applicable date shown below, or the date expenses for temporary lodging are incurred, if later:

- a. the date the employee arrives at a new post;
- b. the date a family member arrives at the new post prior to employee when the employee is delayed because of being ordered to report at another place for consultation or detail;
- c. the effective date of transfer when the employee is already at the post to which transferred, (in this instance the 90 day period begins on the date of transfer); or
- d. the date of return of the employee to the post after a temporary absence within the 90 days after first arrival (or the arrival of a family member if earlier), in circumstances where no temporary quarters subsistence allowance was paid for the period of the employee's absence.

123.2 Termination

The temporary quarters subsistence allowance granted upon first arrival at a new post shall terminate as of the earliest of the following dates:

- a. on the 91st day following first arrival of the employee or family member, if earlier, unless an extension is authorized under Section 122.2 by the head of agency;
- b. the date temporary quarters are no longer occupied;
- c. the date of occupancy of residence (permanent) quarters;
- d. the date of the employee's departure, or the date of departure of family members if later, under transfer orders. Where the employee's departure for transfer precedes that of family members, the temporary quarters subsistence allowance at his/her previous post shall not extend beyond the date immediately preceding the date of arrival at his/her new post; or
- e. the date of separation from a Federal agency.

123.3 Amounts

The amount of the temporary quarters subsistence allowance which may be reimbursed shall be the lesser of either the actual amount of allowable expenses incurred by the employee and family members for each time period or the amount computed as follows (reference: Section 960 TQSA worksheet):

123.31 First Thirty Days

- a. For the initial occupant (employee or family member age 12 or over), a daily rate not in excess of 75% of the per diem rate listed for the foreign post in Section 925 of the Standardized Regulations (Government Civilians, Foreign Areas); and
- b. For each additional occupant, whether employee or family member age 12 or over, 50% of the per diem rate listed for the foreign post.
- c. For each family member occupant under age 12, 40% of the per diem rate listed for the foreign post.

123.32 Second Thirty Days

- a. For the initial occupant (employee or family member age 12 or over), a daily rate not in excess of 65% of the per diem rate listed for the foreign post in Section 925 of the Standardized Regulations (Government Civilians, Foreign Areas); and
- b. For each additional occupant, whether employee or family member age 12 or over, 45% of the per diem rate listed for the foreign post.
- c. For each family member occupant under age 12, 35% of the per diem rate listed for the foreign post.

123.33 Third Thirty Days

- a. For the initial occupant (employee or family member age 12 or over), a daily rate not in excess of 55% of the per diem rate listed for the foreign post in Section 925 of the Standardized Regulations (Government Civilians, Foreign Areas); and
- b. For each additional occupant, whether employee or family member age 12 or over, 40% of the per diem rate listed for the foreign post.
- c. For each family member occupant under age 12, 30% of the per diem rate listed for the foreign post.

123.34 Additional Sixty Days:

When the head of agency determines, on a case by case basis, that an extension of time is necessary due to compelling reasons beyond the control of the employee, up to an additional sixty days may be authorized, computed at the same rates established for the third thirty day period.

123.35 Reduction When No Cost Quarters are Occupied

When no cost temporary housing is occupied by the employee an amount not to exceed one-half of the amount established in 123.3 for each occupant shall be the maximum amount payable for actual meal, laundry and dry cleaning costs while occupying such quarters.

123.36 Excessive Lodging Costs After the First 30 Days

In exceptional circumstances when temporary lodging facilities in the locality are extremely limited and necessary lodging costs are excessive, the head of agency may authorize an amount of actual expenses incurred not to exceed the rate produced by Section 123.31. Prior to exercise of this authority the authorizing official must certify in writing that every effort has been made to obtain a lower lodging rate for the period in question. All other alternatives should be exhausted before this special authorization is used.

124 Temporary Quarters Subsistence Allowance Preceding Final Departure

124.1 Commencement

If the head of agency determines that it is necessary for an employee to occupy temporary quarters immediately preceding final departure from the post, the grant of a temporary quarters subsistence allowance may commence as of the latest of the following dates:

- a. the date following the necessary vacating of government owned or leased quarters or termination of the living quarters allowance grant (exception: the head of agency or designee may determine that up to five days are required for payment of both the living quarters allowance and the temporary quarters subsistence allowance because the employee must necessarily vacate permanent residence quarters in order to comply with stringent lease requirements for cleaning and repair);
- b. the date expenditures for temporary lodging are first incurred following the necessary vacating of residence quarters. However, see Section 124.33 for employee occupying no cost temporary quarters.

The agency head or designee may authorize the grant of temporary quarters subsistence allowance up to five days prior to the termination of the grant of living quarters allowance if such agency head or designee determines that it is necessary for the employee to vacate existing quarters in order to meet lease requirements for cleaning and repair.

124.2 Termination

A temporary quarters subsistence allowance granted immediately preceding the employee's final departure from the post shall terminate as of the earliest of the following dates:

- a. on the 31st day following commencement of the grant unless an extension is authorized under Section 122.2 by the head of agency;
- b. the date expenses for temporary lodging are no longer incurred; however, see Section 124.33 for employee occupying no cost temporary quarters;
- c. the date of the employee's departure, or the date of departure of family members if later, under transfer orders. Where the employee's departure for transfer precedes that of family members, the temporary quarters subsistence allowance at the previous post shall not extend beyond the date preceding the date of the arrival of the new employee at the new post; or
- d. the date of separation from a Federal agency.

124.3 Amounts

The amount of the temporary quarters subsistence allowance which may be reimbursed shall be the lesser of either the actual amount of allowable expenses incurred by the employee and family members for each time period or the amount computed as follows (reference: Section 960 TQSA worksheet):

124.31 First thirty days

- a. For the initial occupant (employee or family member age 12 or over), a daily rate not in excess of 75% of the per diem rate listed for the foreign post in Section 925 of the Standardized Regulations (Government Civilians, Foreign Areas); and
- b. For each additional occupant, whether employee or family member age 12 or over, 50% of the per diem listed for the foreign post.
- c. For each family member occupant under age 12, 40% of the per diem rate listed for the foreign post.

124.32 Additional sixty days

When the head of agency determines, on a case by case basis, that an extension of time is necessary due to compelling reasons beyond the control of the employee, up to an additional sixty days may be authorized as follows:

(1) First thirty day extension

- (a) For the initial occupant (employee or family member age 12 or over), a daily rate not in excess of 65% of the foreign per diem rate listed for the post in Section 925 of the Standardized Regulations (Government Civilians, Foreign Areas); and
- (b) For each additional occupant, whether employee or family member age 12 or over, 45% of the per diem rate listed for the foreign post.
- (c) For each family member occupant under age 12, 35% of the per diem rate listed for the foreign post.

(2) Second thirty day extension

- (a) For the initial occupant (employee or family member age 12 or over), a daily rate not in excess of 55% of the foreign per diem rate listed for the post in Section 925 of the Standardized Regulations (Government Civilians, Foreign Areas); and
- (b) For each additional occupant, whether employee or family member age 12 or over, 40% of the per diem listed for the foreign post.
- (c) For each family member occupant under age 12, 30% of the per diem rate listed for the foreign post.

(124.33 Reduction When No Cost Quarters are Occupied

When no cost temporary quarters are occupied by the employee an amount not to exceed one-half of the amount established in 124.3 for each occupant shall be the maximum amount payable for actual meal, laundry and dry cleaning costs while occupying such quarters. For example, if the total per diem rate for the post is \$100 for lodging and \$50 for M&IE, the employee in no cost quarters would be eligible for half of the allowed rate of \$112.50 (75% of \$150 applying the rules of 124.3) which would be \$56.25 per day. (eff. 5/1/05 TL:SR 650)

124.34 Excessive Lodging Costs After the First 30 Days

In exceptional circumstances when temporary lodging facilities in the locality are extremely limited and necessary lodging costs are excessive, the head of agency may authorize an amount of actual expenses incurred not to exceed the rate produced by Section 124.31. Prior to exercise of this authority the authorizing official must certify in writing that every effort has been made to obtain a lower lodging rate for the period in question. All other alternatives should be exhausted before this special authorization is used.

125 Determination of Rate

The rate at which the temporary quarters subsistence allowance may be granted shall be the total amount of the reasonable and necessary expenses for the employee and family members for meals, including tax, service charges and tips, laundry/dry cleaning and temporary lodging (including room and bath, heat, light, fuel, water and the cost of service fees and taxes imposed by the management or local government upon the occupant during the period or periods allowed by Sections 123 and 124) or the total of the maximum rates for such period or periods, whichever is less. The location of the temporary quarters must be within reasonable proximity of the post. Evidence of the daily cost of meals, laundry and dry cleaning shall be a certified statement by the employee. Supporting receipts or other appropriate documentation for the daily cost of temporary lodging shall also be supplied. Only actual subsistence expenses incurred, which are reasonable in amount and incident to the occupancy of temporary quarters, shall be reimbursed. Section 960 TQSA Worksheet may be used to support a TQSA claim.

The daily actual expenses for temporary lodging, meals (including groceries consumed during occupancy of temporary quarters), fees and tips incident to meals and lodging, laundry and cleaning of clothing will be totaled for each 30 day period to permit a comparison with the maximum amount for each specified period. If less than a 30 day period is authorized, or used, the maximum allowable amount will be based on the number of days authorized, or used, multiplied by the applicable daily rate. Expenses of local transportation and other expenses not directly related to lodging, meals and the laundry/dry cleaning of clothes are not reimbursable under this allowance.

126 Special Rules**126.1 Married Couple Employees at the Same Post**

Each married couple employee may be granted the "initial occupant" rate under Sections 123 and 124, but only one of the couple may be granted applicable amounts for any additional family members (excluding spouse). Alternatively, the couple may agree to consider one spouse as a family member only.

126.2 Payment During Periods of Official Travel

The temporary quarters subsistence allowance may continue on behalf of any individual (employee or family member) during any period of official travel which authorizes per diem on behalf of that individual. However, payment shall be authorized only when the head of agency has determined that the employee has acted responsibly in retaining temporary quarters during the period of official travel. Payment for the temporary quarters maintained at the post of assignment shall be computed using only the lodging portion of the applicable per diem rate and the formulas found in Sections 123.3 and 124.3.

126.3 Payment to Eligible Family Members of Deceased Employee

When the employee has died while stationed in a foreign area, eligible family members may be reimbursed for up to five days of TQSA when the head of agency or designee determines it is necessary to occupy temporary quarters after vacating permanent quarters prior to final departure from post.

127 Prohibitions

Any post allowance which would be otherwise authorized under Section 220 of these regulations shall not be paid for any period during which the temporary quarters subsistence allowance is paid.

128 Effective Dates of Revisions

The temporary quarters subsistence allowance grant shall be appropriately revised as of:

- a. the effective date of an authorized change in the per diem rate of the post as shown Section 925 of the Standardized Regulations, (Government Civilians, Foreign Areas);
- b. the date of change in the employee's family size.

129 Payment

The grant of the temporary quarters subsistence allowance may be paid in a lump-sum amount. The allowance must be claimed by the employee on the Standard Form 1190. Employee should list the following in Box 15, Remarks: (1) Temporary Quarters occupied by the employee and family; (2) total claim being made for quarters and subsistence; and (3) total of any advance of funds provided under Section 113.2. Receipts and other documentation required by Section 125, or pertinent agency regulations, should be attached to the SF-1190 prior to submission to the approval or granting official of the agency.

130 LIVING QUARTERS ALLOWANCE131 Definitions

131.1 "Living quarters allowance", hereinafter referred to as LQA, means a quarters allowance granted to an employee for the annual cost of suitable, adequate, living quarters for the employee and his/her family.

131.2 "Rent", exclusive of heat, light, fuel (including gas and electricity), water and taxes, means the annual cost of suitable, adequate living quarters for an employee and his/her family. When approved by the head of agency as necessary to provide such living quarters, rent may include in addition to the basic annual rental, the cost of: (1) rental of garage space for one car only for each employee, at not to exceed 25 percent of the employee's applicable maximum annual quarters allowance rate, regardless of whether such space is included with the quarters; (2) separate rental of necessary furniture at not to exceed 25 percent of the applicable maximum annual quarters allowance rate, meaning rental of necessary basic furniture and/or equipment, etc., but exclusive of pianos, other musical instruments, radios, television sets, etc. from source other than the landlord (rental of furniture and/or space from the same source under two agreements or contracts is considered to be rental of "furnished quarters"); (3) insurance on the property and/or furnishings so rented, if such insurance is required by local law to be paid by the lessee; (4) agent's fee with authorizing officer certifying that fee is customary, reasonable, and legal under local law; (5) interest on a loan from an American institution to finance "key money" paid to a landlord; (6) garbage and trash disposal; and (7) mandatory as opposed to optional fees required for maintenance of common areas ("condominium fees").

The costs of the following may not be included in rent: (1) concierge or notary's fees; (2) agent's fee except under conditions stated above; (3) telephone installation or maintenance; (4) deterioration of property or furnishings; (5) servant's wages or maintenance; (6) tips; (7) cleaning; (8) storage; (9) garden or lawn service (except as stated above); (10) servants' quarters, unless considered part of the same property with the living quarters; and (11) any other extraneous expenses not directly related to rent as such.

131.3 Scope

The LQA rates are designed to cover substantially all of the average employee's costs for rent, heat, light, fuel, gas, electricity, water, taxes levied by the local government and required by law or custom to be paid by the lessee, insurance required by local law to be paid by the lessee, and agent's fee required by law or custom to be paid by lessee.

132 Granting132.1 Commencement of Grant132.11 Newly Appointed or Transferred Employees

An LQA grant to a newly appointed or transferred employee shall commence at his/her post as of one of the following dates, whichever is latest:

- a. the date of employee's arrival, except: (1) when the employee's arrival at the new post is delayed because of his/her being ordered to report to another place for consultation or temporary duty and his/her family arrives at the post before the employee, the grant shall commence as of the date of arrival of his/her family, and (2) as otherwise provided in Chapter 700 with respect to Defense Department teachers;
- b. the effective date of transfer if the employee is on detail or leave at the post to which transferred;
- c. the date of entrance on duty, if recruited locally;
- d. the date following termination of a temporary lodging allowance; or
- e. the date expenses for quarters are incurred.

132.12 Employees Not Newly Appointed or Transferred Who Become Eligible

The LQA grant to any employee not paid under Section 132.11 shall commence as of the latest of the following dates:

- a. the date the employee ceases to occupy quarters for which he/she pays no rent;
- b. the date the employee returns to his/her post after an absence during which his/her temporary lodging or LQA has been terminated (Section 132.4);
- c. the date the employee's family returns if they precede him/her to the post after such absence; or
- d. the date expenses for quarters are incurred.

132.2 Continuance of Grant

The LQA grant may continue, provided the employee maintains and pays for his/her quarters at the post:

- a. not to exceed 60 calendar days during authorized leave with pay, plus transit time when leave is taken in the United States;
- b. when the head of agency determines that continuance of the grant would be in the public interest:
 - (1) up to an additional 60 calendar days beyond the 60 day period specified in Section 132.2a above;
 - (2) while the employee is in non-pay status not in excess of 30 calendar days at any one time. For periods in non-pay status longer than 30 calendar days, payment shall be suspended as of the day the employee enters such status, and payment is not to be made for any part of such period; or
 - (3) not to exceed 60 calendar days (or the end of the current school year when the employee is receiving an education allowance for a member of family) when the employee dies and unavoidable expense continues to be incurred for lease termination or family housing prior to the family's final departure from the post;
- c. while the employee is temporarily absent from the post under orders;
- d. at the "with family" rate for a period not to exceed 6 months while all members of the family of an employee are temporarily absent from the post. (See Section 132.3e.)

132.3 Revision of Grant

LQA grants for all employees shall be appropriately revised, if required, as of the following dates:

- a. the effective date of an authorized change in the classification of the post;
- b. the first day of the pay period next following the date of any of the following occurrences (or the date of the occurrence, if such falls on the beginning of a pay period):
 - (1) a change in the personnel classification or position of the employee affecting the amount of any LQA payable (Section 134.14);
 - (2) a change in the employee's family status; or
 - (3) a determination by the head of agency under Section 134.2;
- c. the 61st consecutive calendar day following commencement of a "with family" LQA grant authorized under Section 134.11, when the family has not arrived at the post;

- d. the date of any change in the salary (Section 040l) of an employee who is advanced temporarily from a subordinate position to a position in charge of the operations of an agency at a post, except that no employee other than those specified in Section 135.2 as eligible for quarters allowance in group 1 may be granted the allowance prescribed for that group in Section 135.5; or
- e. the first day following 6 months absence from the post of all members of an employee's family (Section 132.2d). Revision shall be from the "with family" rate to the "without family" rate.

132.4 Termination of Grant

132.41 Transfer

When an employee is transferred (Section 040q) from a post at which an LQA has been granted, such grant shall terminate as of the following dates, whichever is earliest:

- a. the date immediately preceding the effective date of the employee's pre-departure temporary quarters subsistence allowance grant, except that the agency head or designee may continue LQA for a period of five days following commencement of the temporary quarters subsistence allowance grant if it determines that it is necessary for the employee to vacate existing quarters for such period in order to meet lease requirements for cleaning and repair;
- b. the date the employee commences travel under the transfer, or combined leave and transfer order; or
- c. the effective date of transfer, when no travel by the employee under the transfer is involved.

132.42 Separation

When an employee is separated (Section 040r) while assigned to a post at which an LQA has been granted, such grant shall terminate at the end of the last day of his/her employment (except as provided in Section 132.2b(3)).

132.43 Occupancy of Government Quarters

When an employee to whom an LQA has been granted is furnished Government-owned or -leased quarters at no personal cost, the grant shall terminate on the date immediately preceding that on which the Government quarters are made available to him/her, unless he/she occupies Government-owned or leased quarters only during the temporary absence of the regular occupant and at the same time is obliged to maintain his/her own quarters.

132.44 Cessation of Payment for Quarters

When an employee to whom an LQA has been granted ceases to maintain and pay for quarters at post, the grant shall terminate on the date expenditure for quarters ceases, unless it would terminate prior to such date under the provisions of any other section.

132.5 Costs

Employees shall submit written estimates of costs, or actual costs if they are known, to the head of agency on Section 960 LQA Annual/Interim Expenditures Worksheet attached to the SF-1190, Foreign Allowances Application, Grant, and Report, whenever an LQA grant commences. Thereafter, each employee shall show the actual annual expenses of rent and utilities, supported by receipts or other satisfactory evidence, whenever requested by the officer designated to grant allowances, the Department of State, or other responsible authority. (See also Sections 077.2 and 134.16.)

133 NOT CURRENTLY USED

134 Determination of rate

Except as otherwise prescribed in Sections 134, 136 and 137, an employee shall receive an allowance for allowable quarters costs for items listed in Sections 131.2 and 131.3 or the maximum rate for the post (Section 040h) indicated in Sections 920 and 135, whichever is less, unless the rate is revised by administrative action in accordance with Sections 134.2, 136 and 137.

134.1 Special Rules

134.11 "With Family" Rate Pending Arrival of Family

At the discretion of the head of agency, the appropriate "with family" rate of living quarters allowance may be granted to an employee who, in anticipation of the arrival of his/her family, incurs expenses for family type quarters. If the family does not arrive at the post within 60 consecutive calendar days after commencement of the grant, it shall be revised in accordance with Section 132.3c.

134.12 "With Family" Rate When dependent Away at School or College

Despite the provisions of Sections 132.3e and 134.11, a dependent as defined in Section 040m(2) and (4), temporarily absent from the post owing to attendance at school or college may be considered as residing at the post in determining the appropriate "with family" rate of living quarters allowance.

134.13 Married Couples Rates

The following rates of quarters allowances may be granted to married couples residing together:

- a. if both are civilian employees of the United States Government eligible for a quarters allowance (Sections 031.11 and 031.12) and have members of family (Section 040m), one employee at his/her option may receive the basic "with family" allowance rate plus increments for additional family members. The other employee may receive the "without family" rate. In determining the increment for additional family members both employees should be excluded. Where the couple has no additional members of family each employee may be granted the "without family" rate;
- b. if only one of the married couple is eligible for a quarters allowance from the United States Government, the "with family" rate may be granted to that employee plus increments for additional members of the family;
- c. an employee eligible for a quarters allowance who is married to, and residing at the post with, a member of the military service of the United States may be granted the "without family" rate if the spouse in the military service draws a quarters allowance. If the spouse in the military draws no rent allowance, the employee may be granted the "with family" rate plus increments for additional members of the family, except that no payment shall be made to the spouse of a member of the military service if the spouse resides with the member of the military service in Government-owned or leased quarters.

134.14 Employee Downgraded in Position to Lower Quarters Groups

Despite the provisions of Section 132.3b(1), an employee who is downgraded in position level so as to fall in a lower quarters group (Section 135.2), but whose grade is retained temporarily at the previous grade level under 5 U.S.C. 5362 shall be granted the living quarters allowance applicable for his/her retained grade and quarters group, subject to other pertinent provisions of these regulations. This provision is effective as long as the employee remains on grade retention.

134.15 Agent Fee

If an agent fee incurred under the specific conditions cited in Section 131 has been advanced or is to be reimbursed to an employee, reimbursement or repayment by the employee within the maximum rate must be prorated over the period covered by the employee's lease.

134.16 Excessive Fluctuation in Utilities or Other Quarters Costs

In situations where excessive fluctuations in utilities or other allowable quarters costs are occurring and initial estimates for them are difficult, the annual LQA for the post, as indicated in Sections 920 and 135 may be granted in even amounts throughout an annual period up to but not including the last pay period thereof. At that time, or at the termination of LQA grant at any other time, the employee's actual annual expenses for utilities and other allowable quarters costs shall be reconciled with the amount granted and, for the last pay period, the payment to the employee shall be adjusted to provide for additional LQA payment within the maximum rate or for recovery of any overpayment during the annual period. If more than one conversion rate has been used during the period, an average conversion rate shall be used for the reconciliation. The annual period shall be bounded either by the end of the reporting period specified in Sections 077.2 and 920 or by the end of the calendar year, whichever is consistent with agency procedures.

To prevent excessive in-pocket amounts during the annual period, the payments to employee shall not exceed 125 percent of employee's initial estimates for annual allowable expenses within the maximum rate.

A repayment agreement shall be executed by the employee to enable recovery of unjustified disbursements during the annual period.

134.2 Responsibility of Head of Agency

- a. Regardless of any other provisions of these regulations, the head of agency (Section 040e) is required to authorize payment of less than the full amount of the LQA or to withhold payment altogether:

(1) when the employee lets, sublets, or otherwise contracts for the use of his/her quarters or any part thereof (including related services, furniture, or other goods), or

(2) when there is a significant devaluation in the rate of exchange.

The head of agency shall take such steps as he/she may determine necessary, including authorized inspection of quarters, in the implementation of this provision.

- b. At posts where there is established a duly constituted U.S. rental advisory board (or committee), any employee under jurisdiction of such board shall receive as LQA an amount (within the rate prescribed for the employee by Sections 920 and 135) which the board may determine to be proper under the circumstances, regardless of any other provision of these regulations.

135 Payment**135.1 Rates of Payment**

The rate of payment of the various quarters allowances is obtained by applying the appropriate allowance classification of the post in Section 920 to Sections 135.2 through 135.5. Rates so obtained for the living quarters allowance are maximum and the employee receives either the maximum rate or the amount of allowable expenses, whichever is lower.

LQA shall be computed and paid at annual rates, divided by the number of days in the calendar year to obtain a daily rate (counting 1/2 cent and over as a whole cent); multiplying the daily rate by 14 to obtain a biweekly rate; and multiplying the daily rate by the number of days involved to obtain the rate for any other period. The rate for any split pay period at the end of a calendar year shall be computed at the daily rate applicable on the first day of that pay period. A revision in the rate of payment for the last pay period of an annual period or at termination of LQA may be required under provision of Section 134.16.

135.2 Quarters Allowance Groups

The table below is a grouping by personnel classification of the various categories of Government personnel who are eligible for living quarters allowances, viz., Chiefs of Mission as defined in 22 U.S.C. 3902 and Career Ambassadors as defined in 22 U.S.C. 3903; Foreign Service (FS); General Schedule employees (GS); Agency for International Development employees (AID-FC); and wage board employees and teachers of the Departments of the Air Force, Army, and Navy.

QUARTERS GROUPS	PERSONNEL CLASSIFICATIONS					
1	Chief of Mission (22 U.S.C 802 (9); Career Ambassador (22 U.S.C 867))					
	FS	GS	AID(FC)	Department of Defense		
2	SFS & 1-2	SES/SL/ST & 14-15	11-14	Wage Grade WG WL WS	DoDDS TP	
3	3-5	10-13	7-10	14-15 12-15 11-19	Schedule C Bachelor's Degree Step 4 and above and schedules D-FK, L and M-O	
4	6-9	1-9	1-6	1-13 1-11 1-10	Schedule C Bachelor's Degree Step 1-3	

(The grade equivalents in the above table are for purposes of establishing LQA rates only.)

***135.3 Using Section 920 (Example)**

The living quarters allowance (LQA) classifications shown in Section 920 are the primary classifications for employees with family (WF) who have only one member of family (Section 040m) and for employees without family (WOF). (eff. 5/1/05 TL:SR 650)

EXAMPLE

A grade GS-9 employee with only one family member would be in quarters group 4 "WF" (Section 135.2). At a post classified as follows in column 3, Section 920:

Family			
Status	2	3	4
WF	16000	15000	14000
WOF	15000	14000	13000

such an employee would be eligible for a maximum rate of \$14,000 per annum.

135.4 Rates for Employees with More than One Family Member

An employee with more than one member of family (Section 040m) at the post is eligible to receive an allowance up to the amount indicated by the LQA classification for "WF" in column 2, Section 920 for his/her group plus the applicable amount shown below:

<u>Members of Family (excluding the employee)</u>	<u>Additional Percentage of LQA</u>
2 - 3	10%
4 - 5	20%
6 or more	30%

The additional amounts of LQA provided by this Section shall not be added to the allowance rate provided under Section 135.5b.

135.5 Rates for Employees with Several Family Members and For Certain Other Employeesa. Employees in Quarters Group 1

Employees in quarters group 1 are authorized to be granted up to a maximum of twice the primary "WF" LQA rates prescribed for quarters group 2 for their post if without family or with only one family member, or up to twice the otherwise applicable rate for employees with more than one family member.

b. Rates for Deputy Chiefs and Counselors of Diplomatic Missions and Principal Officers of Consular Establishments and Others

Deputy chiefs of diplomatic missions, counselors of diplomatic missions and principal officers of consular establishments may be reimbursed for their allowable quarters costs up to 50 percent more than the LQA prescribed for group 2 for the primary "WF" rate for their posts when, in the opinion of the chief of mission, the otherwise applicable LQA rate is insufficient to obtain quarters suitable for providing official entertainment required by the position occupied by such officer. The additional amounts of LQA provided by Section 135.4 shall not be added to this allowance rate.

The deputy chief of mission, the principal officer of a consular establishment, and the officer at a diplomatic establishment (excluding AID, unless specifically designated) who is the highest ranking diplomatic or consular officer eligible to take charge in the absence of the chief of mission and the deputy chief of mission, are in the primary quarters group 2 "WF" classification for living quarters allowance regardless of their respective personnel classification or family status but are eligible for additional LQA in accordance with Section 135.4 if warranted by family size.

c. Rates for Senior Employees in Group 4

Rates for employees in quarters group 4 (who are FS 6-8, GS 7-9, AID(FC) 4-6, WG 12-13, WL 10-11 and WS 1-10) and primary inspectors (Immigrant Inspectors) of the Immigration and Naturalization Service who have 15 years of U.S. Government service may be placed in quarters group 3 at the discretion of head of agency.

136 Personally Owned Quarters (

- a. When quarters occupied by an employee are owned by the employee or the spouse, or both, an amount up to 10 percent of original purchase price (converted to U.S. dollars at original exchange rate) of such quarters shall be considered the annual rate of his/her estimated expenses for rent. Only the expenses for heat, light, fuel, (including gas and electricity), water, garbage and trash disposal and in rare cases land rent, may be added to determine the amount of the employee's quarters allowance in accordance with Section 134. The amount of the rental portion of the allowance (up to 10 percent of purchase price) is limited to a period not to exceed ten years at which time the employee will be entitled only to above utility expenses, garbage and trash disposal, plus land rent.

b. The following transactions shall not be considered to meet the intent of these regulations so as to warrant payment of the rental portion of living quarters allowance beyond the initial ten year period specified in Part a:

- (1) sale or gift of quarters owned by the employee or the spouse, or both with employee remaining in the same quarters, or
- (2) the purchase or exchange and move to other quarters in daily commuting distance of the same post.

*Payment for utilities and (if necessary) land rent may be continued beyond the 10 year period. The head of agency may allow the payment of the rental portion of the allowance beyond the 10 year period in unusual circumstances and in the best interest of the government. (eff. 5/1/05 TL:SR 650)

137 Allowance for Necessary and Reasonable Initial Repairs, Alterations, and Improvements Under Unusual Circumstances

The purpose of this allowance is to cover, under unusual circumstances, the cost of initial repairs, alterations and improvements which are incurred within 3 months of a rental agreement and which are basic to making the employee's first permanent residence at a post habitable. Before granting the initial repair allowance, the head of agency shall determine that: (1) the lessor will not assume the cost of the repairs; (2) the quarters are below reasonable standards of health, safety or comfort; and (3) no adequate rental quarters are known to be available locally at a rate which, when combined with estimated utility and tax costs, is within the maximum authorized allowance for the employee concerned.

The initial repair allowance which must be approved administratively in advance might include reimbursement for such housing related expenses as: (a) repairs required to eliminate leakage or drafts, to fortify or replace structural components, or to replace defective plumbing, wiring, heating, lighting or other essential facilities or equipment; (b) alterations to provide improved access or ventilation and light, such as new or additional windows and doors; and (c) improvements such as plumbing, heating, or lighting fixtures and equipment, screening, pest control, insulation where required by extreme climate, painting where required for hygienic reasons or in connection with authorized repairs or alterations, and other changes to make the quarters reasonably habitable. The allowance is not designed to cover redecoration, repair, renovation or replacement of furnishings, erection of additions to any structure or of garages, or the removal of garages or other outbuildings or improvement of grounds.

The total initial repairs allowance shall be the estimated cost of allowable items, not to exceed the difference between the quarters allowance to which the employee would actually be entitled for 2 years, and his/her maximum authorized allowance for 2 years. No employee shall be granted more than one initial repairs allowance during a period of continuous assignment to a post.

138 EXTRAORDINARY QUARTERS ALLOWANCE

138.1 The head of agency or designee may authorize an extraordinary quarters allowance for a period not to exceed 90 days when it is determined that an employee and eligible family members must necessarily vacate their permanent quarters due to (1) US Government renovations/repairs; or (2) other unhealthy or dangerous conditions.

*138.2 The Extraordinary Quarters Allowance rate will be based on the per diem rate (Section 925) and the post allowance rate (Section 920) in effect on the first day of vacating the permanent residence. The components of the special quarters allowance are (1) an actual lodging amount up to a maximum and (2) a flat meal amount intended to help defray costs in excess of meals normally consumed in the permanent residence. Agencies may have a policy in place to appropriately reduce the amounts if no cost quarters and/or military/USG dining facilities are available. Agencies may also pay only the meal portion of this allowance when US Government renovations/repairs do not require vacating the permanent residence but kitchen facilities are not accessible/useable. (eff. 5/1/05 TL:SR 650)

138.3 The lodging portion (based on the lodging portion of the post of assignment per diem) is calculated as follows: for the initial occupant, employee or family member 12 and over up to 100% of the lodging portion; for each additional family member 12 and over up to 75% of the lodging portion; and for each additional family member under 12 up to 50% of the lodging portion. Lodging receipts are required.

138.4 The meal portion (flat amount, per person/per day, no receipts required) is calculated as follows: Where the per diem for the post and the post's post allowance intersect is the per person/per day flat meal amount. For example, if the post's per diem is \$220 and the post's post allowance is 15%, the per person/per day flat meal amount would be \$12.

Per Diem Rate for post of assignment (from Section 925)		Post Allowance (for post of assignment from Section 920, column 3)		
From	To	zero to 5%	10% to 30%	35% and over
\$31	\$40	\$2	\$0	\$0
\$41	\$50	\$3	\$0	\$0
\$51	\$60	\$4	\$1	\$0
\$61	\$70	\$5	\$2	\$0
\$71	\$80	\$5	\$2	\$0
\$81	\$90	\$6	\$3	\$0
\$91	\$100	\$7	\$4	\$0
\$101	\$110	\$7	\$4	\$0
\$111	\$130	\$8	\$5	\$0
\$131	\$150	\$10	\$7	\$2
\$151	\$170	\$11	\$8	\$3
\$171	\$190	\$13	\$10	\$5
\$191	\$210	\$14	\$11	\$6
\$211	\$230	\$15	\$12	\$7
\$231	\$250	\$17	\$14	\$9
\$251	\$270	\$18	\$15	\$10
\$271	\$290	\$20	\$17	\$12
\$291	\$300	\$21	\$18	\$13
\$301	OVER	\$23	\$20	\$15

138.5 Post Allowance does not terminate during period of payment of the Extraordinary Quarters Allowance. Living Quarters Allowance may continue to be paid during period of payment of the extraordinary quarters allowance.

138.6 This allowance should be claimed on the SF-1190. The Section 960 Extraordinary Quarters Allowance (EQA) Worksheet may be used to calculate the allowance and to support the claim on the SF-1190.

150 ALLOWANCE FOR DELEGATES AND ALTERNATE DELEGATES OF THE UNITED STATES TO SESSIONS OF THE GENERAL ASSEMBLY OF THE UNITED NATIONS WHO ARE NOT PERMANENT MEMBERS OF THE UNITED STATES MISSION TO THE UNITED NATIONS

151 Description

151.1 Definition

A "delegate" or "alternate delegate" for purposes of these regulations is defined as a person appointed by the President to serve in that capacity at any session of the General Assembly of the United Nations and confirmed by the Senate pursuant to the United Nations Participation Act of 1945 (22 U.S.C. 87) as amended by Section 15 of the Department of State Appropriation Authorization Act of 1973 (P.L. 93-126).

151.2 Scope

This allowance is that referred to in Section 9(2) of the United Nations Participation Act of 1945 as amended. It is established for delegates who are not permanent members of the staff of the United States Mission to the United Nations and is intended to compensate each such delegate or alternate delegate for necessary housing and subsistence expenses incurred by him or her for attending any such session.

151.3 Eligibility

Only a delegate or alternate delegate who is not already serving as a permanent member of the Staff of the United States Mission to the United Nations shall be eligible to receive the allowance hereinbefore referred to.

152 Standard for Housing and for Subsistence Expenses Allowance

152.1 Housing

The Government of the United States shall provide appropriate representational housing for delegates and alternate delegates hereinbefore defined, for their use during sessions of the General Assembly of the United Nations and shall pay the costs of this housing from the International Conferences and Contingencies Appropriation of the Department of State.

152.2 Subsistence Expenses Allowance

A per diem allowance for subsistence expenses shall be paid to each delegate and alternate delegate during the term of his or her service on the United States delegation to any session of the General Assembly of the United Nations.

The per diem rate shall be established, based upon a review of the current and average costs for meals, laundry and other incidentals normally included in subsistence payments, by the Office of International Conferences of the Department of State in consultation with the Office of Allowances of the Department of State. These payments shall be made from the International Conferences and Contingencies Appropriation of the Department of State. The per diem payments shall be made to the delegates and alternate delegates upon the submission of an expense voucher directed to the Department of State at the conclusion of the session of the General Assembly of the United Nations. Advance payments for subsistence expenses may be made to the delegates or alternate delegates based on the per diem rate established in accordance with these regulations prior to the opening of any session of the General Assembly of the United Nations.

CHAPTER 200COST-OF-LIVING ALLOWANCES210 GENERAL211 Definition

The term "cost of living allowance" means an allowance granted under the authority of title 5 U.S.C. 5924. Cost of living allowances include the post allowance (Section 220), the foreign transfer allowance (Section 240), the home service transfer allowance (Section 250), the separate maintenance allowance (Section 260), the education allowance (Section 270) and educational travel (Section 280).

212 Scope

Cost-of-living allowances are intended to reimburse an employee for certain excess costs, exclusive of any quarters costs, which result from being officially stationed in a foreign area.

220 POST ALLOWANCE221 Definition

"Post allowance" means a cost-of-living allowance granted to an employee officially stationed at a post in a foreign area where the cost of living, exclusive of quarters costs, is substantially higher than in Washington, D.C.

222 Scope

The post allowance is a balancing factor designed to permit employees to spend the same portion of their basic compensation for current living as they would in Washington, D.C., without incurring a reduction in their standard of living because of higher costs of goods and services at the post. The post allowance payment tables (Section 229) represent a percentage increase over Washington cost-of-living, applied to "spendable income", i.e., that portion of basic compensation available for disbursement after deduction for taxes, gifts and contributions, savings (including insurance and retirement) and U.S. shelter and household utility expenses. In addition to local prices, the comparative cost of living considers the normal expenses of the average Government employee at the post (including imports and commissary purchases paid for in United States dollars) and additional costs resulting from local climatic and health conditions and customs, as related to costs for the same or similar items and conditions affecting Government employees in the Washington, D.C. area. Education and other costs peculiar to one segment of personnel at a post are not considered. The amount paid is a flat rate varying only by basic salary, size of family, and post, regardless of individual expenses.

223 Commencement223.1 Newly Appointed or Transferred Employee

The post allowance grant to a newly appointed or transferred employee shall commence as of the following applicable date:

- a. the date the employee arrives at a new post (also see Section 053), except that no post allowance authorized under this section shall be paid during any period when an employee or family member is receiving payment of a temporary quarters subsistence allowance authorized under Section 120 of these regulations;
- b. the date the family arrives at the new post when the employee's arrival is delayed because of his/her being ordered to report at another place for consultation or detail and the family arrives at the new post before employee;
- c. the date of the employee's entrance on duty, if the employee is recruited at the post;
- d. the effective date of transfer when the employee is already at the post to which transferred (the effective date of transfer being considered the date of first arrival at the new post).

223.2 Upon Return to Post

The post allowance grant to an employee whose allowance was discontinued during a period of absence shall begin as of the date of return to the post, or as of the date of return of the family if they precede him/her to the post after such period of absence.

224 Termination224.1 Transfer

The post allowance grant to an employee who is transferred shall terminate as of:

- a. the date the employee or family member occupies temporary quarters prior to departure and for which the temporary quarters subsistence allowance under Section 120 of these regulations is payable;
- b. the date the employee commences official travel under transfer, or combined leave and transfer order;
- c. the effective date of transfer when no travel by the employee under the transfer order is involved.

224.2 Leave Orders (for other than leave orders, see Section 225)

The post allowance grant to an employee who has been issued official travel orders for leave, unrelated to transfer, shall terminate as of:

- a. the date he/she commences travel under such orders which authorize payment of travel per diem allowance, including home leave travel with return to post authorized;

As an exception, the post allowance grant shall be revised to the appropriate lower family size rate while an employee with family is absent from the post under official orders for leave unrelated to transfer, in instances where the head of agency determines that the employee is required to continue the usual expenses of his/her residence at the post to maintain one or more members of family who remain at the post.

- b. the 31st calendar day of absence from the post under travel orders which do not authorize payment of travel per diem allowance.

224.3 Separation

The post allowance grant to an employee who is separated (Section 040r) shall terminate as of the date of his/her departure from the post or the last day of employment, whichever is earlier.

225 Continuance During Absence from Post225.1 Employee Without Family

The post allowance grant to an employee without family continues:

- a. while he/she remains in the country of assignment (Section 040g); and
- b. while he/she is outside the country of assignment for short periods of absences (up to 30 consecutive calendar days) unless the officer designated to authorize allowances determines that the grant should not continue. On the 31st day of absence, the grant is to be terminated. (For travel under leave orders, see Section 224.2.)

225.2 Employee With Family (eff. 5/1/05 TL:SR 650)

The post allowance grant to an employee with family continues at the appropriate family size rate:

- a. while the employee and all members of the family are outside the country of assignment for short periods of absences (up to 30 consecutive calendar days) unless the officer designated to authorize allowances determines that the grant should not continue. On the 31st day of absence the grant is to be terminated. (For travel under leave orders see Section 224.2.);
- *b. while the employee is temporarily absent from the country of assignment under official duty orders and all members of the family remain in the country of assignment. On the 31st day of absence the family size will be reduced by one member; and (eff. 5/1/05 TL:SR 650)
- c. for a period not in excess of 30 days while any or all members of the family are temporarily absent from the post and the employee remains in the country, except as otherwise provided in Sections 227.1 and 227.2. On the 31st day any grant shall be reduced appropriately.

*226 Determination of Rate

Except as otherwise prescribed in Sections 223.1, 224.1 and 226.1, a post allowance shall be granted to an employee at a rate to be determined by the classification (Section 061 and Section 920) of his/her post (Section 040h), as prescribed Section 920; his/her salary (Section 040l); family size (Section 040m); and the applicable annual rate prescribed in Section 229. (eff. 5/1/05 TL:SR 650)

226.1 Special Rule - Married Couple Employees at the Same Post

When married couple employees without family members are both eligible for the post allowance, each may be granted the post allowance in Section 229.1 for one person.

When married couple employees with family members are both eligible for the post allowance, one employee spouse, at his/her option, may receive the post allowance for family members (Section 040m). The other employee may be granted the post allowance for one person only.

227 Revision of Grant227.1 Change in Applicable Rate

The post allowance grant shall be appropriately revised effective the date of change in any of the following:

- *a. classification of the post (Section 920); (eff. 5/1/05 TL:SR 650)
- b. payment tables (Section 229);
- c. employee's salary; or
- *d. employee's family size (for example: reducing family size when a family member capable of self-support reaches age 21 or adding to family size for a birth or adoption). (eff. 5/1/05 TL:SR 650)

227.2 Change Pursuant to an Away from Post Education Allowance and Educational Travel

When a child on whose behalf an employee is currently receiving either an away from post education allowance or educational travel leaves the post for a period in excess of 30 days, the employee's post allowance shall be revised to the next lower family size rate. When the child returns to the post for a period in excess of 30 days, the allowance may again be revised to restore the reduced amount. Revisions shall be made effective as of the date of departure or arrival of the child if such date falls on the first day of a pay period. Otherwise, the revision shall be made effective as of the first day of the pay period next following the applicable date.

228 Post Allowance Levels (eff. 5/1/05 TL:SR 650)

*228.1 The post allowance level is based on the foreign cost of living as compared with that of the Washington, D.C. area. The post allowance levels for all locations are listed under the "Cost of Living" heading of the electronic Section 920 on the Department of State's external (<http://foia.state.gov/FORMS/Other.asp>) and internal (<http://arpsdir.a.state.gov/eform/jetforms.html#DS>) web sites. (eff. 5/1/05 TL:SR 650)

The six tables in Section 229 list annual amounts of post allowance payments for employees with different base salaries and the number of persons eligible for the post allowance. The word person means the employee or family members eligible for post allowance payments under these regulations.

228.2 The post allowance level is based on a cost of living index number which shows living costs in the foreign location relative to living costs in Washington, D.C. as 100. This living cost comparison is developed from the Retail Price Schedule report required by Section 070 and completed in accordance with Section 950 of these regulations.

Post allowance payments are based on the cost of living index as applied to the employee's spendable income. Spendable income is defined as that portion of base salary available to the employee after typical deductions for Federal, State and local income taxes; U.S. shelter and household utility expenses; retirement funds; contributions and gifts to persons and organizations outside the family; life insurance programs and personal savings. The post allowance payment tables (Section 229) are based on national Consumer Expenditure Surveys as conducted periodically by the Bureau of Labor Statistics of the U.S. Department of Labor.

The following table shows how the cost of living index number is used to derive specific post allowance levels.

Cost of Living Index for Foreign Location (Washington = 100)	Post Allowance Class (percent applied to spendable income to determine allowance)
103 - 107	5%
108 - 112	10
113 - 117	15
118 - 122	20
123 - 127	25
128 - 132	30
133 - 137	35
138 - 145	42
146 - 155	50
156 - 165	60
166 - 175	70
176 - 185	80
186 - 195	90
196 - 205	100
206 - 215	110
216 - 225	120
226 - 235	130
236 - 245	140
246 - 255	150
256 - 265	160

The above post allowance classes represent the mid-points of the cost of living index ranges. The index ranges were selected so as to provide increases of approximately five percent from the mid-point of one index range to the next. (e.g. an increase from 105 to 110 and from 210 to 220 are 5 and 10 index points, respectively, but both are approximately 5% increases.)

The post allowance classes are in Section 920 and the payment tables are in Section 229 of these regulations. Although the present tables are designed to show allowance levels up to 100% above those of Washington, D.C. the tables may be revised as necessary to reflect any current post allowance level indicated by new cost of living survey indexes.

229 Payment

Post allowances shall be computed and paid at annual rates, divided by the number of days in the calendar year to obtain a daily rate (counting 1/2 cent and over as a whole cent); multiplying the daily rate by 14 to obtain a biweekly rate; and multiplying the daily rate by the number of days involved to obtain the rate for any other period. The rate for any split pay period at the end of a calendar year shall be computed at the daily rate applicable on the first day of that pay period.

(Post allowance payment tables for six family sizes are included in Section 229.1.)

POST ALLOWANCE PAYMENT TABLES (SIX TABLES)

229.1
TABLE
1: ONE
PERSON

ANNUAL SALARY	POST CLASSIFICATION - ANNUAL RATES IN U.S. DOLLARS													
	5%	10%	15%	20%	25%	30%	35%	42%	50%	60%	70%	80%	90%	100%
139,000 and over	1895	3790	5685	7580	9475	11370	13265	15918	18950	22740	26530	30320	34110	37900
132,000 - 138,999	1850	3700	5550	7400	9250	11100	12950	15540	18500	22200	25900	29600	33300	37000
125,000 - 131,999	1815	3630	5445	7260	9075	10890	12705	15246	18150	21780	25410	29040	32670	36300
118,000 - 124,999	1775	3550	5325	7100	8875	10650	12425	14910	17750	21300	24850	28400	31950	35500
112,000 - 117,999	1730	3460	5190	6920	8650	10380	12110	14532	17300	20760	24220	27680	31140	34600
106,000 - 111,999	1690	3380	5070	6760	8450	10140	11830	14196	16900	20280	23660	27040	30420	33800
100,000 - 105,999	1645	3290	4935	6580	8225	9870	11515	13818	16450	19740	23030	26320	29610	32900
95,000 - 99,999	1600	3200	4800	6400	8000	9600	11200	13440	16000	19200	22400	25600	28800	32000
90,000 - 94,999	1555	3110	4665	6220	7775	9330	10885	13062	15550	18660	21770	24880	27990	31100
85,000 - 89,999	1505	3010	4515	6020	7525	9030	10535	12642	15050	18060	21070	24080	27090	30100
80,000 - 84,999	1460	2920	4380	5840	7300	8760	10220	12264	14600	17520	20440	23360	26280	29200
75,000 - 79,999	1405	2810	4215	5620	7025	8430	9835	11802	14050	16860	19670	22480	25290	28100
71,000 - 74,999	1360	2720	4080	5440	6800	8160	9520	11424	13600	16320	19040	21760	24480	27200
67,000 - 70,999	1315	2630	3945	5260	6575	7890	9205	11046	13150	15780	18410	21040	23670	26300
63,000 - 66,999	1265	2530	3795	5060	6325	7590	8855	10626	12650	15180	17710	20240	22770	25300
59,000 - 62,999	1220	2440	3660	4880	6100	7320	8540	10248	12200	14640	17080	19520	21960	24400
55,000 - 58,999	1170	2340	3510	4680	5850	7020	8190	9828	11700	14040	16380	18720	21060	23400
51,000 - 54,999	1115	2230	3345	4460	5575	6690	7805	9366	11150	13380	15610	17840	20070	22300
48,000 - 50,999	1070	2140	3210	4280	5350	6420	7490	8988	10700	12840	14980	17120	19260	21400
45,000 - 47,999	1030	2060	3090	4120	5150	6180	7210	8652	10300	12360	14420	16480	18540	20600
42,000 - 44,999	990	1980	2970	3960	4950	5940	6930	8316	9900	11880	13860	15840	17820	19800
39,000 - 41,999	945	1890	2835	3780	4725	5670	6615	7938	9450	11340	13230	15120	17010	18900
36,000 - 38,999	900	1800	2700	3600	4500	5400	6300	7560	9000	10800	12600	14400	16200	18000
33,000 - 35,999	855	1710	2565	3420	4275	5130	5985	7182	8550	10260	11970	13680	15390	17100
30,000 - 32,999	810	1620	2430	3240	4050	4860	5670	6804	8100	9720	11340	12960	14580	16200
28,000 - 29,999	775	1550	2325	3100	3875	4650	5425	6510	7750	9300	10850	12400	13950	15500
26,000 - 27,999	740	1480	2220	2960	3700	4440	5180	6216	7400	8880	10360	11840	13320	14800
24,000 - 25,999	710	1420	2130	2840	3550	4260	4970	5964	7100	8520	9940	11360	12780	14200
22,000 - 23,999	680	1360	2040	2720	3400	4080	4760	5712	6800	8160	9520	10880	12240	13600
20,000 - 21,999	645	1290	1935	2580	3225	3870	4515	5418	6450	7740	9030	10320	11610	12900
18,000 - 19,999	615	1230	1845	2460	3075	3690	4305	5166	6150	7380	8610	9840	11070	12300
16,000 - 17,999	580	1160	1740	2320	2900	3480	4060	4872	5800	6960	8120	9280	10440	11600
14,000 - 15,999	545	1090	1635	2180	2725	3270	3815	4578	5450	6540	7630	8720	9810	10900
under 14,000	510	1020	1530	2040	2550	3060	3570	4284	5100	6120	7140	8160	9180	10200

STANDARDIZED REGULATIONS
(Government Civilians, Foreign Areas)

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POST ALLOWANCE PAYMENT TABLES (SIX TABLES)

229.1

TABLE 2:

TWO

PERSONS

ANNUAL SALARY	POST CLASSIFICATION - ANNUAL RATES IN U.S. DOLLARS													
	5%	10%	15%	20%	25%	30%	35%	42%	50%	60%	70%	80%	90%	100%
139,000 and over	2130	4260	6390	8520	10650	12780	14910	17892	21300	25560	29820	34080	38340	42600
132,000 - 138,999	2080	4160	6240	8320	10400	12480	14560	17472	20800	24960	29120	33280	37440	41600
125,000 - 131,999	2040	4080	6120	8160	10200	12240	14280	17136	20400	24480	28560	32640	36720	40800
118,000 - 124,999	1995	3990	5985	7980	9975	11970	13965	16758	19950	23940	27930	31920	35910	39900
112,000 - 117,999	1950	3900	5850	7800	9750	11700	13650	16380	19500	23400	27300	31200	35100	39000
106,000 - 111,999	1900	3800	5700	7600	9500	11400	13300	15960	19000	22800	26600	30400	34200	38000
100,000 - 105,999	1850	3700	5550	7400	9250	11100	12950	15540	18500	22200	25900	29600	33300	37000
95,000 - 99,999	1795	3590	5385	7180	8975	10770	12565	15078	17950	21540	25130	28720	32310	35900
90,000 - 94,999	1750	3500	5250	7000	8750	10500	12250	14700	17500	21000	24500	28000	31500	35000
85,000 - 89,999	1695	3390	5085	6780	8475	10170	11865	14238	16950	20340	23730	27120	30510	33900
80,000 - 84,999	1640	3280	4920	6560	8200	9840	11480	13776	16400	19680	22960	26240	29520	32800
75,000 - 79,999	1580	3160	4740	6320	7900	9480	11060	13272	15800	18960	22120	25280	28440	31600
71,000 - 74,999	1525	3050	4575	6100	7625	9150	10675	12810	15250	18300	21350	24400	27450	30500
67,000 - 70,999	1475	2950	4425	5900	7375	8850	10325	12390	14750	17700	20650	23600	26550	29500
63,000 - 66,999	1425	2850	4275	5700	7125	8550	9975	11970	14250	17100	19950	22800	25650	28500
59,000 - 62,999	1370	2740	4110	5480	6850	8220	9590	11508	13700	16440	19180	21920	24660	27400
55,000 - 58,999	1315	2630	3945	5260	6575	7890	9205	11046	13150	15780	18410	21040	23670	26300
51,000 - 54,999	1255	2510	3765	5020	6275	7530	8785	10542	12550	15060	17570	20080	22590	25100
48,000 - 50,999	1205	2410	3615	4820	6025	7230	8435	10122	12050	14460	16870	19280	21690	24100
45,000 - 47,999	1160	2320	3480	4640	5800	6960	8120	9744	11600	13920	16240	18560	20880	23200
42,000 - 44,999	1110	2220	3330	4440	5550	6660	7770	9324	11100	13320	15540	17760	19980	22200
39,000 - 41,999	1065	2130	3195	4260	5325	6390	7455	8946	10650	12780	14910	17040	19170	21300
36,000 - 38,999	1015	2030	3045	4060	5075	6090	7105	8526	10150	12180	14210	16240	18270	20300
33,000 - 35,999	965	1930	2895	3860	4825	5790	6755	8106	9650	11580	13510	15440	17370	19300
30,000 - 32,999	915	1830	2745	3660	4575	5490	6405	7686	9150	10980	12810	14640	16470	18300
28,000 - 29,999	870	1740	2610	3480	4350	5220	6090	7308	8700	10440	12180	13920	15660	17400
26,000 - 27,999	835	1670	2505	3340	4175	5010	5845	7014	8350	10020	11690	13360	15030	16700
24,000 - 25,999	800	1600	2400	3200	4000	4800	5600	6720	8000	9600	11200	12800	14400	16000
22,000 - 23,999	765	1530	2295	3060	3825	4590	5355	6426	7650	9180	10710	12240	13770	15300
20,000 - 21,999	725	1450	2175	2900	3625	4350	5075	6090	7250	8700	10150	11600	13050	14500
18,000 - 19,999	690	1380	2070	2760	3450	4140	4830	5796	6900	8280	9660	11040	12420	13800
16,000 - 17,999	650	1300	1950	2600	3250	3900	4550	5460	6500	7800	9100	10400	11700	13000
14,000 - 15,999	615	1230	1845	2460	3075	3690	4305	5166	6150	7380	8610	9840	11070	12300
under 14,000	575	1150	1725	2300	2875	3450	4025	4830	5750	6900	8050	9200	10350	11500

STANDARDIZED REGULATIONS
(Government Civilians, Foreign Areas)

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POST ALLOWANCE PAYMENT TABLES (SIX TABLES)

229.1
TABLE 3:
THREE
PERSONS

POST CLASSIFICATION - ANNUAL RATES IN U.S. DOLLARS

ANNUAL SALARY	5%	10%	15%	20%	25%	30%	35%	42%	50%	60%	70%	80%	90%	100%
139,000 and over	2365	4730	7095	9460	11825	14190	16555	19866	23650	28380	33110	37840	42570	47300
132,000 - 138,999	2310	4620	6930	9240	11550	13860	16170	19404	23100	27720	32340	36960	41580	46200
125,000 - 131,999	2270	4540	6810	9080	11350	13620	15890	19068	22700	27240	31780	36320	40860	45400
118,000 - 124,999	2215	4430	6645	8860	11075	13290	15505	18606	22150	26580	31010	35440	39870	44300
112,000 - 117,999	2165	4330	6495	8660	10825	12990	15155	18186	21650	25980	30310	34640	38970	43300
106,000 - 111,999	2110	4220	6330	8440	10550	12660	14770	17724	21100	25320	29540	33760	37980	42200
100,000 - 105,999	2055	4110	6165	8220	10275	12330	14385	17262	20550	24660	28770	32880	36990	41100
95,000 - 99,999	1995	3990	5985	7980	9975	11970	13965	16758	19950	23940	27930	31920	35910	39900
90,000 - 94,999	1940	3880	5820	7760	9700	11640	13580	16296	19400	23280	27160	31040	34920	38800
85,000 - 89,999	1885	3770	5655	7540	9425	11310	13195	15834	18850	22620	26390	30160	33930	37700
80,000 - 84,999	1820	3640	5460	7280	9100	10920	12740	15288	18200	21840	25480	29120	32760	36400
75,000 - 79,999	1760	3520	5280	7040	8800	10560	12320	14784	17600	21120	24640	28160	31680	35200
71,000 - 74,999	1695	3390	5085	6780	8475	10170	11865	14238	16950	20340	23730	27120	30510	33900
67,000 - 70,999	1640	3280	4920	6560	8200	9840	11480	13776	16400	19680	22960	26240	29520	32800
63,000 - 66,999	1585	3170	4755	6340	7925	9510	11095	13314	15850	19020	22190	25360	28530	31700
59,000 - 62,999	1520	3040	4560	6080	7600	9120	10640	12768	15200	18240	21280	24320	27360	30400
55,000 - 58,999	1460	2920	4380	5840	7300	8760	10220	12264	14600	17520	20440	23360	26280	29200
51,000 - 54,999	1395	2790	4185	5580	6975	8370	9765	11718	13950	16740	19530	22320	25110	27900
48,000 - 50,999	1340	2680	4020	5360	6700	8040	9380	11256	13400	16080	18760	21440	24120	26800
45,000 - 47,999	1285	2570	3855	5140	6425	7710	8995	10794	12850	15420	17990	20560	23130	25700
42,000 - 44,999	1235	2470	3705	4940	6175	7410	8645	10374	12350	14820	17290	19760	22230	24700
39,000 - 41,999	1180	2360	3540	4720	5900	7080	8260	9912	11800	14160	16520	18880	21240	23600
36,000 - 38,999	1125	2250	3375	4500	5625	6750	7875	9450	11250	13500	15750	18000	20250	22500
33,000 - 35,999	1070	2140	3210	4280	5350	6420	7490	8988	10700	12840	14980	17120	19260	21400
30,000 - 32,999	1015	2030	3045	4060	5075	6090	7105	8526	10150	12180	14210	16240	18270	20300
28,000 - 29,999	965	1930	2895	3860	4825	5790	6755	8106	9650	11580	13510	15440	17370	19300
26,000 - 27,999	930	1860	2790	3720	4650	5580	6510	7812	9300	11160	13020	14880	16740	18600
24,000 - 25,999	890	1780	2670	3560	4450	5340	6230	7476	8900	10680	12460	14240	16020	17800
22,000 - 23,999	850	1700	2550	3400	4250	5100	5950	7140	8500	10200	11900	13600	15300	17000
20,000 - 21,999	810	1620	2430	3240	4050	4860	5670	6804	8100	9720	11340	12960	14580	16200
18,000 - 19,999	765	1530	2295	3060	3825	4590	5355	6426	7650	9180	10710	12240	13770	15300
16,000 - 17,999	725	1450	2175	2900	3625	4350	5075	6090	7250	8700	10150	11600	13050	14500
14,000 - 15,999	685	1370	2055	2740	3425	4110	4795	5754	6850	8220	9590	10960	12330	13700
under 14,000	640	1280	1920	2560	3200	3840	4480	5376	6400	7680	8960	10240	11520	12800

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POST ALLOWANCE PAYMENT TABLES (SIX TABLES)

229.1
TABLE 4:
FOUR
PERSONS

POST CLASSIFICATION - ANNUAL RATES IN U.S. DOLLARS

ANNUAL SALARY	5%	10%	15%	20%	25%	30%	35%	42%	50%	60%	70%	80%	90%	100%
139,000 and over	2485	4970	7455	9940	12425	14910	17395	20874	24850	29820	34790	39760	44730	49700
132,000 - 138,999	2425	4850	7275	9700	12125	14550	16975	20370	24250	29100	33950	38800	43650	48500
125,000 - 131,999	2380	4760	7140	9520	11900	14280	16660	19992	23800	28560	33320	38080	42840	47600
118,000 - 124,999	2330	4660	6990	9320	11650	13980	16310	19572	23300	27960	32620	37280	41940	46600
112,000 - 117,999	2275	4550	6825	9100	11375	13650	15925	19110	22750	27300	31850	36400	40950	45500
106,000 - 111,999	2215	4430	6645	8860	11075	13290	15505	18606	22150	26580	31010	35440	39870	44300
100,000 - 105,999	2155	4310	6465	8620	10775	12930	15085	18102	21550	25860	30170	34480	38790	43100
95,000 - 99,999	2095	4190	6285	8380	10475	12570	14665	17598	20950	25140	29330	33520	37710	41900
90,000 - 94,999	2040	4080	6120	8160	10200	12240	14280	17136	20400	24480	28560	32640	36720	40800
85,000 - 89,999	1980	3960	5940	7920	9900	11880	13860	16632	19800	23760	27720	31680	35640	39600
80,000 - 84,999	1915	3830	5745	7660	9575	11490	13405	16086	19150	22980	26810	30640	34470	38300
75,000 - 79,999	1845	3690	5535	7380	9225	11070	12915	15498	18450	22140	25830	29520	33210	36900
71,000 - 74,999	1780	3560	5340	7120	8900	10680	12460	14952	17800	21360	24920	28480	32040	35600
67,000 - 70,999	1725	3450	5175	6900	8625	10350	12075	14490	17250	20700	24150	27600	31050	34500
63,000 - 66,999	1660	3320	4980	6640	8300	9960	11620	13944	16600	19920	23240	26560	29880	33200
59,000 - 62,999	1600	3200	4800	6400	8000	9600	11200	13440	16000	19200	22400	25600	28800	32000
55,000 - 58,999	1535	3070	4605	6140	7675	9210	10745	12894	15350	18420	21490	24560	27630	30700
51,000 - 54,999	1465	2930	4395	5860	7325	8790	10255	12306	14650	17580	20510	23440	26370	29300
48,000 - 50,999	1405	2810	4215	5620	7025	8430	9835	11802	14050	16860	19670	22480	25290	28100
45,000 - 47,999	1350	2700	4050	5400	6750	8100	9450	11340	13500	16200	18900	21600	24300	27000
42,000 - 44,999	1295	2590	3885	5180	6475	7770	9065	10878	12950	15540	18130	20720	23310	25900
39,000 - 41,999	1240	2480	3720	4960	6200	7440	8680	10416	12400	14880	17360	19840	22320	24800
36,000 - 38,999	1185	2370	3555	4740	5925	7110	8295	9954	11850	14220	16590	18960	21330	23700
33,000 - 35,999	1125	2250	3375	4500	5625	6750	7875	9450	11250	13500	15750	18000	20250	22500
30,000 - 32,999	1065	2130	3195	4260	5325	6390	7455	8946	10650	12780	14910	17040	19170	21300
28,000 - 29,999	1015	2030	3045	4060	5075	6090	7105	8526	10150	12180	14210	16240	18270	20300
26,000 - 27,999	975	1950	2925	3900	4875	5850	6825	8190	9750	11700	13650	15600	17550	19500
24,000 - 25,999	935	1870	2805	3740	4675	5610	6545	7854	9350	11220	13090	14960	16830	18700
22,000 - 23,999	890	1780	2670	3560	4450	5340	6230	7476	8900	10680	12460	14240	16020	17800
20,000 - 21,999	850	1700	2550	3400	4250	5100	5950	7140	8500	10200	11900	13600	15300	17000
18,000 - 19,999	805	1610	2415	3220	4025	4830	5635	6762	8050	9660	11270	12880	14490	16100
16,000 - 17,999	760	1520	2280	3040	3800	4560	5320	6384	7600	9120	10640	12160	13680	15200
14,000 - 15,999	715	1430	2145	2860	3575	4290	5005	6006	7150	8580	10010	11440	12870	14300
under 14,000	675	1350	2025	2700	3375	4050	4725	5670	6750	8100	9450	10800	12150	13500

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TABLE 5: FIVE PERSONS

ANNUAL SALARY	POST CLASSIFICATION - ANNUAL RATES IN U.S. DOLLARS													
	5%	10%	15%	20%	25%	30%	35%	42%	50%	60%	70%	80%	90%	100%
139,000 and over	2720	5440	8160	10880	13600	16320	19040	22848	27200	32640	38080	43520	48960	54400
132,000 - 138,999	2660	5320	7980	10640	13300	15960	18620	22344	26600	31920	37240	42560	47880	53200
125,000 - 131,999	2610	5220	7830	10440	13050	15660	18270	21924	26100	31320	36540	41760	46980	52200
118,000 - 124,999	2550	5100	7650	10200	12750	15300	17850	21420	25500	30600	35700	40800	45900	51000
112,000 - 117,999	2490	4980	7470	9960	12450	14940	17430	20916	24900	29880	34860	39840	44820	49800
106,000 - 111,999	2430	4860	7290	9720	12150	14580	17010	20412	24300	29160	34020	38880	43740	48600
100,000 - 105,999	2360	4720	7080	9440	11800	14160	16520	19824	23600	28320	33040	37760	42480	47200
95,000 - 99,999	2295	4590	6885	9180	11475	13770	16065	19278	22950	27540	32130	36720	41310	45900
90,000 - 94,999	2235	4470	6705	8940	11175	13410	15645	18774	22350	26820	31290	35760	40230	44700
85,000 - 89,999	2165	4330	6495	8660	10825	12990	15155	18186	21650	25980	30310	34640	38970	43300
80,000 - 84,999	2095	4190	6285	8380	10475	12570	14665	17598	20950	25140	29330	33520	37710	41900
75,000 - 79,999	2020	4040	6060	8080	10100	12120	14140	16968	20200	24240	28280	32320	36360	40400
71,000 - 74,999	1950	3900	5850	7800	9750	11700	13650	16380	19500	23400	27300	31200	35100	39000
67,000 - 70,999	1885	3770	5655	7540	9425	11310	13195	15834	18850	22620	26390	30160	33930	37700
63,000 - 66,999	1820	3640	5460	7280	9100	10920	12740	15288	18200	21840	25480	29120	32760	36400
59,000 - 62,999	1750	3500	5250	7000	8750	10500	12250	14700	17500	21000	24500	28000	31500	35000
55,000 - 58,999	1680	3360	5040	6720	8400	10080	11760	14112	16800	20160	23520	26880	30240	33600
51,000 - 54,999	1605	3210	4815	6420	8025	9630	11235	13482	16050	19260	22470	25680	28890	32100
48,000 - 50,999	1540	3080	4620	6160	7700	9240	10780	12936	15400	18480	21560	24640	27720	30800
45,000 - 47,999	1480	2960	4440	5920	7400	8880	10360	12432	14800	17760	20720	23680	26640	29600
42,000 - 44,999	1420	2840	4260	5680	7100	8520	9940	11928	14200	17040	19880	22720	25560	28400
39,000 - 41,999	1360	2720	4080	5440	6800	8160	9520	11424	13600	16320	19040	21760	24480	27200
36,000 - 38,999	1295	2590	3885	5180	6475	7770	9065	10878	12950	15540	18130	20720	23310	25900
33,000 - 35,999	1230	2460	3690	4920	6150	7380	8610	10332	12300	14760	17220	19680	22140	24600
30,000 - 32,999	1165	2330	3495	4660	5825	6990	8155	9786	11650	13980	16310	18640	20970	23300
28,000 - 29,999	1110	2220	3330	4440	5550	6660	7770	9324	11100	13320	15540	17760	19980	22200
26,000 - 27,999	1065	2130	3195	4260	5325	6390	7455	8946	10650	12780	14910	17040	19170	21300
24,000 - 25,999	1020	2040	3060	4080	5100	6120	7140	8568	10200	12240	14280	16320	18360	20400
22,000 - 23,999	975	1950	2925	3900	4875	5850	6825	8190	9750	11700	13650	15600	17550	19500
20,000 - 21,999	930	1860	2790	3720	4650	5580	6510	7812	9300	11160	13020	14880	16740	18600
18,000 - 19,999	880	1760	2640	3520	4400	5280	6160	7392	8800	10560	12320	14080	15840	17600
16,000 - 17,999	835	1670	2505	3340	4175	5010	5845	7014	8350	10020	11690	13360	15030	16700
14,000 - 15,999	785	1570	2355	3140	3925	4710	5495	6594	7850	9420	10990	12560	14130	15700
under 14,000	735	1470	2205	2940	3675	4410	5145	6174	7350	8820	10290	11760	13230	14700

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POST ALLOWANCE PAYMENT TABLES (SIX TABLES)

229.1
TABLE 6:
SIX
PERSONS

ANNUAL SALARY	POST CLASSIFICATION - ANNUAL RATES IN U.S. DOLLARS													
	5%	10%	15%	20%	25%	30%	35%	42%	50%	60%	70%	80%	90%	100%
139,000 and over	2840	5680	8520	11360	14200	17040	19880	23856	28400	34080	39760	45440	51120	56800
132,000 - 138,999	2775	5550	8325	11100	13875	16650	19425	23310	27750	33300	38850	44400	49950	55500
125,000 - 131,999	2720	5440	8160	10880	13600	16320	19040	22848	27200	32640	38080	43520	48960	54400
118,000 - 124,999	2660	5320	7980	10640	13300	15960	18620	22344	26600	31920	37240	42560	47880	53200
112,000 - 117,999	2600	5200	7800	10400	13000	15600	18200	21840	26000	31200	36400	41600	46800	52000
106,000 - 111,999	2535	5070	7605	10140	12675	15210	17745	21294	25350	30420	35490	40560	45630	50700
100,000 - 105,999	2465	4930	7395	9860	12325	14790	17255	20706	24650	29580	34510	39440	44370	49300
95,000 - 99,999	2395	4790	7185	9580	11975	14370	16765	20118	23950	28740	33530	38320	43110	47900
90,000 - 94,999	2330	4660	6990	9320	11650	13980	16310	19572	23300	27960	32620	37280	41940	46600
85,000 - 89,999	2260	4520	6800	9040	11300	13560	15820	18984	22600	27120	31640	36160	40680	45200
80,000 - 84,999	2185	4370	6555	8740	10925	13110	15295	18354	21850	26220	30590	34960	39330	43700
75,000 - 79,999	2110	4220	6330	8440	10550	12660	14770	17724	21100	25320	29540	33760	37980	42200
71,000 - 74,999	2035	4070	6105	8140	10175	12210	14245	17094	20350	24420	28490	32560	36630	40700
67,000 - 70,999	1970	3940	5910	7880	9850	11820	13790	16548	19700	23640	27580	31520	35460	39400
63,000 - 66,999	1900	3800	5700	7600	9500	11400	13300	15960	19000	22800	26600	30400	34200	38000
59,000 - 62,999	1825	3650	5475	7300	9125	10950	12775	15330	18250	21900	25550	29200	32850	36500
55,000 - 58,999	1750	3500	5250	7000	8750	10500	12250	14700	17500	21000	24500	28000	31500	35000
51,000 - 54,999	1675	3350	5025	6700	8375	10050	11725	14070	16750	20100	23450	26800	30150	33500
48,000 - 50,999	1605	3210	4815	6420	8025	9630	11235	13482	16050	19260	22470	25680	28890	32100
45,000 - 47,999	1545	3090	4635	6180	7725	9270	10815	12978	15450	18540	21630	24720	27810	30900
42,000 - 44,999	1480	2960	4440	5920	7400	8880	10360	12432	14800	17760	20720	23680	26640	29600
39,000 - 41,999	1420	2840	4260	5680	7100	8520	9940	11928	14200	17040	19880	22720	25560	28400
36,000 - 38,999	1350	2700	4050	5400	6750	8100	9450	11340	13500	16200	18900	21600	24300	27000
33,000 - 35,999	1285	2570	3855	5140	6425	7710	8995	10794	12850	15420	17990	20560	23130	25700
30,000 - 32,999	1220	2440	3660	4880	6100	7320	8540	10248	12200	14640	17080	19520	21960	24400
28,000 - 29,999	1160	2320	3480	4640	5800	6960	8120	9744	11600	13920	16240	18560	20880	23200
26,000 - 27,999	1115	2230	3345	4460	5575	6690	7805	9366	11150	13380	15610	17840	20070	22300
24,000 - 25,999	1065	2130	3195	4260	5325	6390	7455	8946	10650	12780	14910	17040	19170	21300
22,000 - 23,999	1020	2040	3060	4080	5100	6120	7140	8568	10200	12240	14280	16320	18360	20400
20,000 - 21,999	970	1940	2910	3880	4850	5820	6790	8148	9700	11640	13580	15520	17460	19400
18,000 - 19,999	920	1840	2760	3680	4600	5520	6440	7728	9200	11040	12880	14720	16560	18400
16,000 - 17,999	870	1740	2610	3480	4350	5220	6090	7308	8700	10440	12180	13920	15660	17400
14,000 - 15,999	820	1640	2460	3280	4100	4920	5740	6888	8200	9840	11480	13120	14760	16400
Under 14,000	770	1540	2310	3080	3850	4620	5390	6468	7700	9240	10780	12320	13860	15400

STANDARDIZED REGULATIONS
(Government Civilians, Foreign Areas)

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240 FOREIGN TRANSFER ALLOWANCE

241 Description241.1 Definitions

- a. "Foreign transfer allowance" means an allowance under 5 U.S.C. 5924(2)(A) for extraordinary, necessary and reasonable expenses, not otherwise compensated for, incurred by an employee incident to establishing him or herself at any post of assignment in a foreign area, including costs incurred in the United States, its territories, possessions, the Commonwealth of Puerto Rico and the Commonwealth of the Northern Mariana Islands prior to departure for such post.
- b. "Transfer" in Section 240 means an appointment, assignment, reassignment, or transfer that involves travel on the part of an employee from one foreign post to another or from a place listed in Section 242.2b, to a post listed in Section 920. (See Section. 242.6)
- c. "United States", for the purposes of this section, means the several States of the United States of America, including Alaska and Hawaii, the District of Columbia, its territories or possessions, the Commonwealth of Puerto Rico and the Commonwealth of the Northern Mariana Islands.

241.2 Scope

The foreign transfer allowance is composed of four elements:

- a. a lump sum miscellaneous expense portion to assist with certain extraordinary costs. The following and similar types of extraordinary costs are intended to be reimbursed with this allowance provided they are deemed to be reasonable and necessary in the individual case:
 - (1) disconnecting and connecting appliances, equipment and utilities;
 - (2) converting household equipment and appliances for operation on available utilities (including necessary power transformers);
 - (3) cutting and fitting rugs, draperies and curtains moved from one residence to another---not cost of new rugs, etc.;
 - (4) utility fees or contract deposits that are not offset by eventual refunds;
 - (5) automobile registration, driver's license and similar fees;
 - (6) personal cable and telephone costs attributable to the relocation of the employee and his/her family exclusive of such costs relating to travel and hotel arrangements intended to be reimbursed by per diem to which the employee is entitled.
 - (7) required quarantine of pet(s);
 - (8) removal or re-installation of catalytic converter;
 - (9) required removal or installation by host country law of automobile parts (such as tinted windows or special lights);
 - (10) Agent fees incurred for living quarters in a foreign area that are not offset by an eventual refund provided the fees were not authorized as an allowable Living Quarters Allowance expense under Sections 113.3c and 131.2(4).

Types of costs not covered include the following:

- (1) losses in selling or buying real and personal property and costs of items related to such transactions;
- (2) costs which are reimbursed under other provisions of these regulations or under any other regulations or under provisions of any statute;
- (3) additional costs of moving household goods caused by exceeding the maximum weight limitation for which the employee has eligibility as provided by law or in regulations;
- (4) costs of newly acquired items such as the purchase or installation costs of new rugs or draperies;

- (5) higher income, real estate, sales, or other taxes as the result of establishing residence in the new post;
- (6) fines imposed for traffic infractions while enroute to the new post;
- (7) accident insurance premiums or liability costs incurred in connection with travel to the new post, or any other liability imposed upon the employee for uninsured damages caused by accidents for which the employee or an immediate family member is held responsible;
- (8) losses as the result of the sales or disposal of items or personal property not considered convenient or practicable to move;
- (9) damage or loss of clothing, luggage or other personal effects while traveling to the new post;
- (10) subsistence, transportation or mileage expenses in excess of the amounts reimbursed as per diem or other allowances under pertinent regulations;
- (11) medical expenses due to illness or injury of the employee or a member of family while en route to the new post;
- (12) costs incurred in connection with structural alterations; remodeling or modernizing of living quarters, garages or other buildings, to accommodate privately owned automobiles, appliances or equipment or the cost of replacing or repairing worn-out or defective appliances or equipment shipped to the new post;
- (13) additional insurance on household goods while in transit to the new post.
- b. a lump sum wardrobe expense portion. For this portion, posts are grouped into three zones according to climate, and employees into three family sizes. The flat rates provided for in this portion are intended to offset a part of the wardrobe cost of two zone transfers only, from zones 1 to 3 or 3 to 1.
- c. a predeparture subsistence expense portion applicable to lodging, meals (including tips), laundry, cleaning and pressing expenses in temporary quarters for employee and each member of family for up to 10 days before final departure from a post in the United States to a post in a foreign area, beginning not more than 30 days after they have vacated residence quarters. Expense of local transportation is not allowable.
- d. a lease penalty expense portion to assist employees either departing the U.S. or foreign area to help offset the expense of unavoidable lease penalties in the U.S. or a foreign area for the early termination of a lease due to transfer required by a Federal agency.

242 Amounts

242.1 Miscellaneous Expense Portion

- a. The following amounts may be granted without receipts or itemizing required:
 - (1) for an employee without family - \$500 or the equivalent of one week's pay, whichever is the lesser amount;
 - (2) for an employee with family - \$1,000 or the equivalent of two weeks' pay, whichever is the lesser amount.
- b. The following amounts, based on the employee's salary at the time of entrance on duty at the new post, may be granted in lieu of the amounts provided in Section 242.1a, if supported by either paid bills or other acceptable evidence justifying the amounts claimed:
 - (1) for an employee without family - an amount based on actual allowable itemized expenditures not to exceed one week's salary for the employee or one week's salary for an employee at GS-13, step 10, whichever is the lesser amount;
 - (2) for an employee with family - an amount based on actual allowable itemized expenditures not to exceed two week's salary for the employee or two weeks' salary for an employee at GS-13, step 10, whichever is the lesser amount.

242.2 Wardrobe Portiona. Transfer Between Foreign Posts

The amount of the wardrobe portion of the foreign transfer allowance granted to an employee shall be determined by the zone classification of the respective posts to which and from which the employee is transferred that are in effect on the date of arrival at the new post and by family size. Receipts for wardrobe expenses are not required and such receipts may not be submitted to support any claim for miscellaneous expenses.

b. Transfer Between the United States or Other Specified Places and Foreign Areas

Places listed below shall be considered to be classified as indicated for the purpose of determining the amount of the wardrobe portion of the transfer allowance payable to an employee who is transferred from one of these places to a post listed in Section 920.

ALASKA.....ZONE 1
COMMONWEALTH OF PUERTO RICO.....ZONE 3
COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS....ZONE 3
CONTERMINOUS UNITED STATES.....ZONE 2
HAWAII.....ZONE 2
PACIFIC ISLAND POSSESSIONS OF THE UNITED STATES.ZONE 3
VIRGIN ISLANDS OF THE UNITED STATES.....ZONE 3

<u>Size of Family</u>	<u>Two Zone Transfer</u> Zone 1 to 3 or 3 to 1
Employee without family	\$450
Employee and one member of family	\$750
Employee and more than one member of family	\$1000

242.3 Predeparture Subsistence Expense Portion

The amount of predeparture subsistence expense granted to an employee for expenses in departing a post in the United States for a post in a foreign area shall be determined according to the maximum per diem rate for the U.S. locality from which transferred and according to family status, except that lodging tax incurred as predeparture lodging expense shall not be included in the amount of lodging expense subject to the maximum per diem rate cap but may be reimbursed separately. Agencies may choose either the Partial Flat Rate Method described at "a." or the Total Actual Subsistence Method of reimbursement to employees at "b..".

Agencies may offer either method under "a." or "b." as follow:

a. Partial Flat Rate Method. Agencies may allow employees to be reimbursed an actual lodging amount (excluding lodging tax) up to the lodging portion of the per diem of the locality from which transferred and a flat amount equal to the meal and incidental expense (M&IE) portion of the per diem according to the formula below. In addition to this amount, agencies may allow for employees to be reimbursed separately for taxes imposed on actual lodging expenses. Receipts are required for only lodging if this method is followed.

For the initial occupant, whether employee or family member age 12 or over, a daily lodging amount not in excess of the published lodging portion of the per diem rate for the locality from which transferred and a flat amount equal to the meal and incidental expense portion of the referenced per diem rate to defray costs for meals, laundry and dry cleaning.

For each additional occupant, whether employee or family member age 12 or over, a daily lodging amount not in excess of 75% of the published lodging portion of the per diem rate for the locality from which transferred and a flat amount equal to 75% of the meal and incidental expense portion of the referenced per diem rate to defray costs for meals, laundry and dry cleaning.

For each family member occupant under age 12, a daily lodging amount not in excess of 50% of the published lodging portion of the per diem rate for the locality from which transferred and a flat amount equal to 50% of the meal and incidental expense portion of the referenced per diem rate to defray costs for meals, laundry and dry cleaning.

***Example of the Partial Flat Rate Method:** If Per diem for U.S. post of assignment is \$204 (Lodging portion \$153; M&IE portion \$51), allowable amounts for employee and each family member are as follow:

Portion	Lodging	Flat Rate Maximum
Initial Occupant (Empl. or Fam. Member 12 & over) (100% of each portion)	\$153.00	\$51.00
Each Add'l Occupant (12 & over) (75% of each portion)	\$114.75	\$38.25
Each Add'l Occupant (under 12) (50% of each portion)	\$ 76.50	\$25.50

If family consists of employee, spouse, one child 15 and one child 10, maximum up to the lodging limit would be \$459 per day. Flat rate for family per day would be \$153. Tax on lodging is reimbursed separately.

***b. Total Actual Subsistence Method.** Agencies may also allow only reimbursement for documented costs based on the maximum per diem (no breakdown between commercial lodging and meal and incidental expense portions for this type of calculation) according to the formula below. Receipts are required for commercial lodging and a certified statement (without receipts) is required for daily meals, laundry and dry cleaning. Lodging tax may be reimbursed separately. No reimbursement is allowed for non-commercial lodging other than for daily meals, and dry cleaning. (See Section 960 FTA Worksheet) (eff. 5/1/05 TL:SR 650)

For the initial occupant, whether employee or family member age 12 or over, a daily amount not in excess of the published maximum per diem rate for the locality from which transferred.

For each additional occupant, whether employee or family member age 12 or over, a daily amount not in excess of 75% of the published per diem rate for the locality from which transferred.

For each family member occupant under age 12, a daily amount not in excess of 50% of the published per diem rate for the locality from which transferred.

***Example of the Total Actual Subsistence Method:** If per diem for U.S. post of assignment is \$204 (no breakdown between Lodging and M&IE for this calculation), maximum allowances for employee and each family member are as follow:

post	Maximum based on U.S. of assignment per diem
Initial occupant (Empl. or Fam. Member 12 & over) (100% of per diem)	\$204.00
Each Add'l occupant (12 and over) (75% of per diem)	\$153.00
Each Add'l occupant (under 12) (50% of per diem)	\$102.00

If family consists of employee, spouse, one child 15 and one child 10, reimbursement will be totally on actual documented expenses up to a maximum of \$612 per day. Tax on lodging is reimbursed separately.

c. The ten days may be anywhere in the U.S. (calculated using the per diem rate of the U.S. post of assignment) as long as employee or family members have not begun travel on orders and final departure is from the U.S. post of assignment. If in an agency's judgment unusual circumstances cause an employee or family member to be unable to travel to the foreign post of assignment within the ten day limit, the agency may permit additional days beyond the ten allowed. (One example of a reason to approve beyond the ten days may be if employee submitted application for passport/visa in a timely manner and still did not receive documents in time to proceed to the foreign area.)

Rates of per diem are published in the following regulations:

- * 1. Conterminous/Continental United States (CONUS) (48 contiguous states and the District of Columbia): Appendix A to Chapter 301 of the Federal Travel Regulation. Internet site:
[http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GS_A_BASIC&eff. 5/1/05 TL:SR 650](http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GS_A_BASIC&eff.5/1/05.TL:SR.650)
- 2. Non-foreign areas (Alaska, Hawaii, Commonwealth of Puerto Rico, Commonwealth of the Northern Mariana Islands and territories and possessions of the United States): Department of Defense Joint Travel Regulations, Volume II, Appendix A. These rates are also included in Civilian Personnel Per Diem Bulletins issued by the Department of Defense and published in Section 925 of these regulations. Internet site:
<http://www.dtic.mil/perdiem/pdrates.html>

242.4 Lease Penalty Expense Portion

This portion is to help offset the expense of a lease penalty unavoidably incurred by an employee. The amount of reimbursement shall not exceed the amount required by the specific terms of a rental contract signed by the employee as a prior condition of obtaining the lease, or the equivalent of three months' rent, whichever is less.

Amounts as indicated above may be reimbursed only after an appropriate authorizing official of the employing agency certifies in writing that:

- a. the employee's transfer to a foreign post of assignment was due solely to actions by the employing agency and to unusual conditions fully beyond the control of the employee; and
- b. the termination of the lease and departure of the employee did not result from any specific actions by the employee to seek a curtailment of the assignment for transfer or promotion; and
- c. the employee was not negligent in promptly notifying the landlord of the intent to terminate the lease after receiving an official notice of transfer; and
- d. all reasonable steps were taken by the employee to dispose of the quarters by sublease or assignment to others; and
- e. both the employee and employing agency made reasonable efforts to avoid the full lease penalty by delaying the employee's transfer to a foreign post of assignment.

Note: The above statements "a" through "e" are included on Section 960 Foreign Transfer Allowance Worksheet.

242.5 Payment

A foreign transfer allowance granted under these regulations may be paid as a single payment at any time following the employee's arrival at post. Should the employee arrive at the post in advance of the family, he/she may be paid the miscellaneous expense portion, the wardrobe portion, if applicable, and the subsistence expense portion, if applicable, provided for an employee without family. The employee may, upon the arrival of his/her family, be paid the difference between the amount already paid and the allowance to which he/she is eligible by reason of family status.

242.6 Prohibitions

- a. Regardless of other provisions in Section 240, an employee who is transferred from one post to another post for briefing, orientation, consultation, or other similar purpose, to be followed by further transfer to a third post within the area, may, upon arrival at the third post, be granted the allowance prescribed for a transfer between the first post and the third post only.
- b. Employees eligible under their agencies' regulations for either a subsistence expense allowance or a miscellaneous allowance authorized by 5 U.S.C. 5724a(a)(3) or 5724a(b) respectively, (under the Federal Travel Regulation) are not eligible for a comparable subsistence expense portion or a comparable miscellaneous expense portion of the foreign transfer allowance as authorized by these regulations.

***242.7 Transfer Allowance Payable to an Employee Whose Family is on Separate Maintenance Allowance (Eff. 10/02/05)**

Where an employee arrives at a new foreign post, having been granted separate maintenance allowance on behalf of one or more family members, or arrives at the next subsequent post after termination of separate maintenance, the employee may be paid the applicable Foreign Transfer Allowance on behalf of self and/or family as shown below:

- * a. for the miscellaneous expense portion:
 - (1) at the "employee-with-family" rate when one or more family members move to the foreign post incident to the employee's official travel orders;
 - (2) at the "employee-without-family" rate when no family members move to the foreign post incident to the employee's official travel orders;
- * b. for the wardrobe expense portion;
 - (1) the "employee-without-family" rate if the employee alone changes two zones and family members do not change zones;
 - (2) the "employee-without-family" rate if the employee does not change zones and only one of the employee's family members changes two zones;
 - (3) the "employee-and-one-family-member" rate if the employee changes two zones and only one of the employee's family member changes two zones;
 - (4) the "employee-and-one-family-member" rate if the employee does not change two zones and two or more family members change two zones;
 - (5) the "employee-and-more-than-one-family-member" rate if both the employee and two or more family members change two zones.
- c. for the predeparture subsistence expense portion (only applicable when the employee was transferred from a post in the U.S.):
 - (1) at the "initial occupant" rate if the family remains in the U.S.;
 - (2) at the applicable "family" rate if the family moves to a location outside the U.S., having incurred subsistence expenses in the U.S. in the process (applicable only when a foreign area has been officially designated for Involuntary SMA).

242.8 Special Rules - Married Couple Employee

The miscellaneous expense portion "with family" rate may be granted to either eligible married couple employee (both civilian employees of the U.S. Government) or each may be granted the employee "without family" rate. If there are additional members of family, one employee may be granted the "with family" rate and the other the "without family" rate. However, for grants above the non-receipt amounts, the same expenditures may not be utilized by both employees.

For the wardrobe portion, (if applicable), the "employee and more than one member of family" rate or the "employee and one member of family" rate may be granted to either married couple employee where one or more members of family exist, as appropriate. In this instance, neither employee is considered to be a "member of family" (Section 040m). The employee, not granted a family rate, may be granted the "employee without family" rate.

For the predeparture subsistence expense portion, each married couple employee may be granted the "initial occupant" rate. One of the couple may be granted applicable amounts for any additional family members (excluding spouse). Alternatively, the couple may agree to consider one spouse as a family member only.

For the lease penalty expense portion, only one member of a married working couple at the same post may be reimbursed for an unavoidable lease penalty under section 242.4.

243 Advance of Funds for Foreign Transfer Allowance

An advance of funds may be made for the foreign transfer allowance through the authorized disbursing officer. The amount of such advance shall not exceed the maximum rate of the wardrobe portion, (if applicable), the non-receipt amounts of the miscellaneous expense portion, the amount of unavoidable lease penalty authorized, and the maximum rate of the predeparture subsistence expense portion (if applicable) of the foreign transfer allowance authorized in accordance with Section 242.

244 Condition Requiring Refund

An advance of funds not subsequently covered by a grant of the foreign transfer allowance shall be refunded by the employee to the agency.

245 Employees Assigned to a Post Which is Under Ordered/Authorized Departure Order

Unless otherwise directed by the head of agency, employees or family members unable to proceed to a post due to ordered or authorized departure status of the post qualify for benefits equivalent to those provided by Chapter 600 of the Standardized Regulations when the following criteria are met:

- (1) transfer orders have been issued, and
- (2) one of the following applies:
 - (a) HHE have been packed out and residence quarters have been vacated; or
 - (b) employee transferring from a post in the U.S. has an irrevocable contractual agreement for lease or sale of residence quarters; or
 - (c) employee transferring from a foreign post with direct transfer orders (i.e. no home leave, or equivalent, prior to reporting to new foreign post) is required by post to vacate residence quarters, and
- (3) on the date of the ordered/authorized departure order the employee is within 60 days of scheduled departure directly to the new post of assignment.

245.1 Limitations

Limitations of benefits provided in Chapter 600 of the Standardized Regulations also apply.

245.2 Processing Claims

Each agency may establish procedures for processing claims and payments without respect to requirements elsewhere to use SF-1190.

250 HOME SERVICE TRANSFER ALLOWANCE251 Description251.1 Definitions

- a. "Home service transfer allowance" means an allowance for extraordinary, necessary, and reasonable expenses, not otherwise compensated for, incurred by an employee incident to establishing him/herself at a post of assignment in the United States as authorized by 5 U.S.C. 5924(2)(B).

If an employee dies while assigned to a post in a foreign area, the home service transfer allowance may be paid to eligible family member(s) (see definition 040m) to relocate to the United States provided at the time of death, they (1) resided with employee at his/her foreign post; or (2) were residing outside the United States at an agency-designated location for which they were receiving a Separate Maintenance Allowance under DSSR Section 260 (see also DSSR 252.8).

- b. "Transfer" in Section 250 means a reassignment that involves travel from a post in a foreign area to a post in the United States with an understanding certified to by the employee that he/she will complete twelve months in U.S. Government service following the effective date of transfer. (See Section 252.5b.)

For eligible family members (see definition 040m) of an employee who dies while assigned to post in a foreign area, transfer means relocation to the United States. The twelve month certification statement is not applicable.

- c. "United States", for the purposes of this section, means the several States of the United States of America, including Alaska and Hawaii, the District of Columbia, its territories or possessions, the Commonwealth of Puerto Rico and the Commonwealth of the Northern Mariana Islands.

251.2 Scope

The home service transfer allowance is composed of four elements:

- a. a lump sum miscellaneous expense portion to assist with certain extraordinary costs.

The following and similar types of extraordinary costs are intended to be reimbursed with this allowance provided they are deemed to be reasonable and necessary in the individual case:

- (1) disconnecting and connecting appliances, equipment and utilities;
- (2) converting household equipment and appliances for operation on available utilities (including necessary power transformers);
- (3) cutting and fitting rugs, draperies and curtains moved from one residence to another---not cost of new rugs, etc.;
- (4) utility fees or contract deposits that are not offset by eventual refunds;
- (5) automobile registration, driver's license and similar fees;
- (6) personal cable and telephone costs attributable to the relocation of the employee and his/her family exclusive of such costs relating to travel and hotel arrangements intended to be reimbursed by per diem to which the employee is entitled;
- (7) required quarantine of pet(s);
- (8) reinstallation of catalytic converter which was removed prior to foreign assignment;
- (9) required removal by state or local law of automobile parts (such as tinted windows or special lights) which were required by law at the foreign post.

The following and similar types of extraordinary costs are not covered and are not to be reimbursed by this allowance:

- (1) losses in selling or buying real and personal property and costs of items related to such transactions;

- (2) costs which are reimbursed under other provisions of these regulations or under any other regulations or under provisions of any statute;
 - (3) additional costs of moving household goods caused by exceeding the maximum weight limitation for which the employee has eligibility as provided by law or in regulations;
 - (4) costs of newly acquired items such as the purchase or installation costs of new rugs or draperies;
 - (5) higher income, real estate, sales, or other taxes as the result of establishing residence in the new post;
 - (6) fines imposed for traffic infractions while enroute to the new post;
 - (7) accident insurance premiums or liability costs incurred in connection with travel to the new post, or any other liability imposed upon the employee for uninsured damages caused by accidents for which the employee or an immediate family member is held responsible;
 - (8) losses as the result of the sales or disposal of items or personal property not considered convenient or practicable to move;
 - (9) damage or loss of clothing, luggage or other personal effects while traveling to the new post;
 - (10) subsistence, transportation or mileage expenses in excess of the amounts reimbursed as per diem or other allowances under pertinent regulations;
 - (11) medical expenses due to illness or injury of the employee or a member of family while en route to the new post;
 - (12) costs incurred in connection with structural alterations; remodeling or modernizing of living quarters, garages or other buildings, to accommodate privately owned automobiles, appliances or equipment or the cost of replacing or repairing worn-out or defective appliances or equipment shipped to the new post;
 - (13) additional insurance on household goods while in transit to the new post.
- b. a lump sum wardrobe expense portion. For this portion, posts are grouped into three zones according to climate, and employees into three family sizes. The flat rates provided for in this portion are intended to offset a part of the wardrobe cost of two zone transfers only, from zones 1 to 3 or 3 to 1.
- c. an actual subsistence expense portion designed to help offset costs of meals, laundry and dry cleaning of clothes and lodging in a hotel, pension, or other transient-type quarters, including obligatory service charges. A house or apartment may not be designated as "temporary lodging" unless the head of agency determines that it is or was occupied on a temporary basis. The expense of local transportation is not allowable. The amount paid under the actual subsistence expense portion is either the employee's daily expenses for allowable items or the maximum prescribed rate (Section 252.3), whichever is less. The subsistence expense portion is granted for periods during which expenses for meals, laundry/dry cleaning and temporary lodging were incurred within the time limits established in Section 252.3 at the post of assignment in the U.S.
- (1) an agency may elect to offer the employee an alternative reimbursement option described in section (2). Specific guidance will be in agency implementing regulations.
- (2) a fixed amount subsistence expense portion. When it is cost effective, the head of agency may, allow employees to choose a fixed amount reimbursement system for subsistence expenses instead of the traditional actual expense method. Under the fixed amount system, the period of reimbursement is limited to and may be less than 30 days, with no extensions. See calculation of "fixed amount" reimbursement under 252.3
- d. a lease penalty expense portion to assist employees receiving the living quarters allowance to help offset the expense of unavoidable lease penalties for the early termination of a lease due to transfer required by a Federal agency.

252 Amounts (See also Section 252.5b.)252.1 Miscellaneous Expense Portion

Upon entrance on duty pursuant to transfer (Section 251.1b), an employee may be paid the miscellaneous expense portion of the home service transfer allowance. (See Section 253 for advance of funds.) Should the employee enter on duty at a post in the United States or other non-foreign area location in advance of the arrival of his/her family, the employee may be paid the portion of the home service transfer allowance provided for an employee without family and may, upon the arrival of a family member at the post be paid the difference between the amount already granted and the amount authorized for an employee with family.

a. The following amounts may be granted without receipts or itemizing required:

- (1) for an employee without family - \$500 or the equivalent of one week's pay, whichever is the lesser amount;
- (2) for an employee with family - \$1,000 or the equivalent of two weeks' pay, whichever is the lesser amount.

b. The following amounts, based on the employee's salary at the time of entrance on duty at the new post, may be granted in lieu of the amounts provided in Section 252.1a, if supported by either paid bills or other acceptable evidence justifying the amounts claimed:

- (1) for an employee without family - an amount based on actual allowable itemized expenditures not to exceed one week's salary for the employee or one week's salary for an employee at GS-13, step 10, whichever is the lesser amount;
- (2) for an employee with family - an amount based on actual allowable itemized expenditures not to exceed two weeks' salary for the employee or two weeks' salary for an employee at GS-13, step 10, whichever is the lesser amount.

252.2 Wardrobe Portion

Upon entrance on duty pursuant to transfer (Section 251.1b), an employee may be paid the wardrobe expense portion (if applicable) of the home service transfer allowance prescribed in Section 251.2b.

In determining eligibility and the amount of a wardrobe portion of the home service transfer allowance payable to an employee who is transferred from a post listed in Section 920, the conterminous United States and Hawaii are considered to be classified as Zone 2, Alaska as Zone 1, the Commonwealth of Puerto Rico, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands and the U.S. Pacific island possessions as Zone 3.

<u>Size of Family</u>	<u>Two Zone Transfer</u>
	Zone 1 to 3 or 3 to 1
Employee without family	\$450
Employee and one member of family	\$750
Employee and more than one member of family	\$1000

252.3 Subsistence Expense Portion**a. Commencement of Grant(s)**

The grant(s) may cover periods during which the employee, or a family member, incurred expenses for meals, laundry/dry cleaning and temporary lodging at the post in the U.S. and may begin as soon as the employee's transfer has been authorized and the written agreement required in Section 252.5b has been signed, provided that the total number of days for which reimbursement is authorized does not exceed the period of the employee's eligibility as prescribed in Section 252.3b. The days need not run consecutively and may be broken by periods of annual leave, home leave or temporary duty. The employee may be on annual leave, home leave or temporary duty and may still be able to claim expenses as long as the expenses are incurred at the new post of assignment. (See 252.3d for allowable expenses while on temporary duty.) The time period shall run concurrently for the employee and all members of family.

Actual expense reimbursement method

The amount which may be reimbursed for subsistence expenses shall be the lesser of either the actual amount of allowable expenses incurred by the employee and family members (Section 040m) for each time period or the amount computed as shown below. Lodging tax may be reimbursed separately in addition to the amounts described below.

(1) For the first thirty days:

- a. For the initial occupant (employee or family member age 12 or over), a daily rate not in excess of the standard CONUS (per diem) rate. When temporary quarters are in a non-foreign area outside the CONUS, the per diem rate for that area is applicable; and
- b. For each other occupant, whether employee or family member age 12 or over, 75% of the daily rate established in 252.3a(1)a.
- c. For each family member occupant under age 12, 50% of the daily rate established in 252.3a(1)a.

(2) For the second thirty days:

- d. For the initial occupant (employee or family member age 12 or over), 75% of the applicable per diem rate established in 252.3a(1)a.
- e. For each family member occupant 12 years or over, 50% of the applicable rate established in 252.3a(1)a.
- f. For each family member occupant under age 12, 40% of the daily rate established in 252.3a(1)a.

(3) Additional sixty days:**g. For actual expense reimbursement only**

When the head of agency determines, on a case by case basis, that an extension of time is necessary due to compelling reasons beyond the control of the employee, up to an additional sixty days may be authorized, computed at the same rates established for the second thirty day period.

The daily actual subsistence expenses required to be itemized under Section 252.3c will be totaled for each time period to permit a comparison with the maximum allowable for the particular period derived under the above formulas. If less than thirty days is authorized or used for a period, the maximum allowable amount will be based on the number of days authorized, or used, multiplied by the applicable daily rate.

*Example of actual: (eff. 5/1/05 TL:SR 650)

Authorized Travelers	Day 1 - 30	Day 31 - 120
Employee/Unaccompanied Spouse	CONUS Rate = \$91	CONUS Rate x .75 = \$68.25
Accompanied Spouse	CONUS Rate x .75 = \$68.25	CONUS Rate x .50 = \$45.50
dependents 12 and older	CONUS Rate x .75 = \$68.25	CONUS Rate x .50 = \$45.50
dependents under 12	CONUS Rate x .50 = \$45.50	CONUS Rate x .40 = \$36.40

Fixed amount reimbursement system

To determine the fixed amount to be paid multiply the number of days authorized for subsistence reimbursement by 75% of the maximum per diem rate prescribed at the post of assignment in the United States (for the initial occupant, either employee or family member age 12 or over). Then, for each additional eligible family member, multiply the number of days authorized by 25% times the maximum per diem rate.

Example of fixed amount reimbursement:

Authorized Travelers	Day 1 - 30
Employee	Per Diem rate at new official station x .75
Each Dependent	Per Diem rate at new official station x .25

Rates of per diem are published in the following regulations:

- * 1. Conterminous/Continental United States (CONUS) (48 contiguous states and the District of Columbia): Appendix A to Chapter 301 of the Federal Travel Regulation. Internet site:
http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA_BASIC
 C (eff. 5/1/05 TL:SR 650)
- 2. Non-foreign areas (Hawaii, Commonwealth of Puerto Rico, Commonwealth of the Northern Mariana Islands and territories and possessions of the United States): Department of Defense Joint Travel Regulations, Volume II, Appendix A. These rates are also included in Civilian Personnel Per Diem Bulletins issued by the Department of Defense and published in Section 925 of these regulations. Internet site:
<http://www.dtic.mil/perdiem/pdrates.html>
- b. Termination of Grant(s)

The grant(s) of the subsistence expense portion may authorize reimbursement for any periods for which meals, laundry/dry cleaning and temporary lodging expenses were incurred by the employee or family member at the post of assignment in the U.S., or other non-foreign areas as appropriate, up to the total number of calendar days authorized, provided that: (1) during periods for which reimbursement is authorized the employee was in pay status; and (2) he/she was not authorized travel per diem (however, see Section 252.3d for limited exception). No reimbursement shall be authorized for any period on or after one of the following dates, whichever is earliest:

(1) the date the employee or any member of family occupies residence quarters;

(2) the date the employee departs from the U.S. post on transfer, or the effective date of transfer when the employee is absent from the U.S. post at the time the transfer order is issued and does not return to the U.S. post before proceeding to his/her new foreign post;

(3) the date of the employee's separation (See Sections 040r and 254.2).

c. Determination of Rates

The rate at which the actual subsistence expense portion may be granted shall be the total amount of the expenses for the employee and family members for restaurant meals, including tips, laundry/dry cleaning and temporary lodging (including room and bath, heat, light, fuel, water and the cost of service and fees imposed by the management upon the occupant during the period or periods allowed by Section 252.3b) or the maximum rate prescribed by Section 252.3a, whichever is less. Under the actual expense reimbursement method, taxes may be reimbursed separately for lodging. The location of the temporary quarters must be within reasonable proximity of the new post. For the actual subsistence method, evidence of the daily cost of meals, laundry and dry cleaning shall be a certified statement by the employee. For the actual subsistence method, the head of agency or designee shall require supporting receipts or other appropriate documentation for daily cost of temporary lodging. For the fixed amount method receipts are not required.

- d. The subsistence expense portion may continue on behalf of any individual (employee or dependent) during any period of official travel which authorizes per diem on behalf of that individual. However, payment shall be authorized only when the head of agency concludes that the employee acted responsibly in retaining temporary quarters during the period of official travel. Payment for the temporary quarters maintained at the post of assignment shall be computed using only the lodging portion of the applicable per diem rate and the formula found in Section 252.3a. Lodging tax may be paid separately under the actual expense reimbursement method.

252.4 Lease Penalty Expense Portion

This portion is to help offset the expense of a lease penalty unavoidably incurred abroad by an employee receiving the living quarters allowance as a result of a transfer to the United States. The amount of reimbursement shall not exceed the amount required by the specific terms of a rental contract signed by the employee as a prior condition of obtaining the lease for quarters abroad, or the equivalent of three months' rent, whichever is less.

Amounts as indicated above may be reimbursed only after an appropriate authorizing official of the employing agency certifies in writing that:

- a. the employee's transfer to the United States was due solely to actions by the employing agency and to unusual conditions fully beyond the control of the employee; and
- b. the termination of the lease and departure of the employee did not result from any specific actions by the employee to seek a curtailment of the assignment for transfer or promotion; and
- c. the employee was not negligent in promptly notifying the landlord of the intent to terminate the lease after receiving an official notice of transfer; and
- d. all reasonable steps were taken by the employee to dispose of the quarters by sublease or assignment to others; and
- e. both the employee and employing agency made reasonable efforts to avoid the full lease penalty by delaying the employee's transfer to the United States.

NOTE: Above statements "a" through "e" are included on Section 960 HSTA Worksheet.

252.5 Payment

a. The grant of the home service transfer allowance may be paid in a lump-sum amount.

b. Granting Home Service Transfer Allowances

When granting a home service transfer allowance (except for eligible family members of a deceased employee), the following certification required by Section 251.1b shall either be inserted in the Remarks box of SF-1190 or signed on Section 960 HSTA Worksheet and attached to the SF-1190:

"In order to be eligible for a grant of the home service transfer allowance, I certify that I agree to complete 12 months in United States Government service following the effective date of my transfer to a post in the United States or other non-foreign area, unless separated for reasons beyond my control which are acceptable to my employing agency. Failure to comply will result in my liability for repayment of this allowance."

Employee's Signature

252.6 Prohibitions

Employees eligible under their agencies' regulations for either a subsistence expense allowance or a miscellaneous allowance authorized by 5 U.S.C. 5724a(a)(3) or 5724a(b) respectively, (under the Federal Travel Regulation) are not eligible for the subsistence expense, the miscellaneous expense and the wardrobe expense portions of the home service transfer allowance authorized by these regulations.

* 252.7 Special Rule - Married Couple Employee

The miscellaneous expense portion "with family" rate may be granted to either eligible married couple employee (both civilian employees of the U.S. Government) or each may be granted the employee "without family" rate. If there are additional members of family, one employee may be granted the "with family" rate and the other the "without family" rate. However, for grants above the non-receipt amounts, the same expenditures may not be utilized by both employees.

For the wardrobe portion (if applicable), each married working couple employee may be granted the "without family" rate. With additional eligible family members present at post, one married couple employee may receive a "with family" rate and the other may be granted the "without family" rate.

*For the subsistence expense portion, each married couple employee may be granted the "initial occupant" rate. One of the couple may be granted applicable amounts for any additional family members (excluding spouse). Alternatively, the couple may agree to consider one spouse as a family member only. Regardless of the payment rate elected, however, the total number of days may not exceed sixty days for any family. (eff. 5/1/05 TL:SR 650)

For the lease penalty expense portion, only one member of a married working couple at the same post may be reimbursed for an unavoidable lease penalty under section 252.4.

252.8 Home Service Transfer Allowance and Separate Maintenance Allowance

Family members for whom a separate maintenance allowance (SMA) was authorized while the employee was in a foreign area, shall not be considered members of family for the purpose of the home service transfer allowance unless official transportation was authorized permitting those family members to join the employee at the new post of assignment in the U.S.

253 Advance of Funds for Home Service Transfer Allowance

An advance of funds may be made for the home service transfer allowance through the authorized disbursing officer. The amount of such advance shall not exceed the maximum rate of the wardrobe portion (if applicable) and subsistence expense portion and the non-receipt amounts of the miscellaneous expense portion and the amount of unavoidable lease penalty authorized in accordance with Section 252. The initial advance of funds for subsistence expenses shall not exceed the maximum amount allowable under Section 252.3a for the first 30 day period. Thereafter, funds may be advanced for subsequent 30 day periods (actual subsistence method only) as authorized by the agency.

254 Conditions Requiring Refund

254.1 Refund of Funds Advanced

An advance of funds not subsequently covered by a grant of the home service transfer allowance shall be refunded by the employee to the agency.

254.2 Refund of Grant

An employee who has been transferred and who has been paid a home service transfer allowance under 5 U.S.C. 5924(2)(B) shall refund to the agency the total amount received as such allowance if he/she voluntarily separates (Section 040r) within twelve months from the date of his/her entrance on duty at his/her post in the U.S. or other non-foreign area, unless the head of agency determines in writing that it is appropriate to waive the refund.

260 SEPARATE MAINTENANCE ALLOWANCE261 Description261.1 Definitions

- a. "Separate maintenance allowance", hereinafter referred to as SMA, means an allowance to assist an employee who is compelled by reason of dangerous, notably unhealthful, or excessively adverse living conditions at the post of assignment in a foreign area, or for the convenience of the Government, to meet the additional expense of maintaining family members elsewhere than at such post.

This allowance may also be authorized to an employee who personally requests such an allowance, based on special needs or hardship involving the employee or family member.

- b. "Member of family" means an individual as defined in Section 040m (1) through (4), except that to be considered a member of family for separate maintenance allowance: parents, sisters and brothers must have resided with the employee for a period of at least one year immediately prior to the date of separation. (See also Section 262.1)

261.2 Scope

SMA is intended to assist in offsetting the additional expense incurred by an employee who is compelled by the circumstances described below to maintain a separate household for the family or a member of the family. An employee who is receiving SMA on behalf of a member of family is not eligible for other allowances or benefits under these regulations on behalf of that member of family except as provided under Sections 242.7, 252.8, 262.3b and 267.2.

262 Circumstances Warranting SMA

SMA may be granted to an employee whenever the head of agency determines that the employee is compelled to maintain any or all members of family elsewhere than at the post of assignment because of the following circumstances:

*262.1 Involuntary SMA - For the Convenience of the Government

An agency may authorize SMA when adverse, dangerous, or notably unhealthful conditions warrant the exclusion of members of family from the area or when the agency determines a need to exclude members of family from accompanying an employee to the area. Dependent children, including sisters and brothers, must be under age 21 or incapable of self-support, unless they are attending secondary school. (See also Section 264.1) (eff. 6/12/05 TL:SR 652)

*262.2 Voluntary SMA - For Special Needs or Hardship of the Employee

An agency may authorize SMA when an employee requests SMA for special needs or hardship prior to or after arrival at post for reasons including but not limited to career, health, educational or family considerations for the spouse, children or other family member. Dependent children, including sisters and brothers, must be under age 18 or incapable of self-support, unless they are attending secondary school. (eff. 6/12/05 TL:SR 652)

262.3 Transitional SMAa. Following the Termination of an Evacuation and the Conversion of a Post to an Unaccompanied Status

An agency may authorize a higher level of SMA when a post is converted to any unaccompanied status upon termination of an authorized/ordered departure. The purpose of Transitional SMA is to assist an employee with additional costs incurred when eligible family members are required to occupy commercial housing while establishing permanent housing following an evacuation. Commercial housing is considered a hotel, motel, commercially-leased house or apartment, or other transient-type commercial establishment. Non-commercial housing is considered private such as living with family, friends or others in a location which is not commercially leased or rented.

Transitional SMA shall be granted for a period up to sixty (60) calendar days after the end of an evacuation. For Transitional SMA rates, refer to the tables at Section 267.1 b.

When the head of an agency, or an authorizing official determines, on a case by case basis, that extreme or unusual circumstances are present, the period of time for Transitional SMA may be extended for not more than thirty (30) additional calendar days. An example would be that the employee has made every effort to get the full Household Effects (HHE) shipment to the family members but due to restrictions or difficulties in transport, the family has not received the full HHE shipment necessary to establish a permanent residence.

b. Following the Termination of an Evacuation and Reversion of Post to Accompanied Status for Educational Consideration

An agency may authorize a higher level of SMA when family members are in commercial housing and choose to remain for completion of the current school year if a child is in the final semester of the current school year (grades K through 12). The purpose of Transitional SMA is to assist an employee with additional costs incurred when eligible family members are required to occupy commercial housing as a result of the evacuation and choose to complete the school year at the safehaven location. Commercial housing is considered a hotel, motel, commercially-leased house or apartment, or other transient-type commercial establishment. Non-commercial housing is considered private such as living with family, friends or others in a location which is not commercially leased or rented.

Transitional SMA under this paragraph (b) shall be granted for a period of up to ninety (90) calendar days after the end of an evacuation. For Transitional SMA rates, refer to the tables at Section 267.1 b.

c. Following Termination of an Evacuation and Reversion of Post to Accompanied Status for Other Situations (eff. 9/21/03)

If an employee and/or family members cannot return to post for a reason(s) beyond the employee's control, and the employee with family members, or eligible family members alone, were occupying commercial lodging at the time that an evacuation ended and the post reverted to accompanied status, then the agency may authorize TSMA on a case by case basis for up to 30 calendar days.

*262.4 Separation from Eligible Family Member (eff. 10/02/05)

- a. For Voluntary SMA, the separation from the eligible family member must reasonably appear to require a separation for at least 90 consecutive calendar days and be for conditions described in Section 262, except as provided below:

Exceptions: The 90-day period may be reduced to 30 days and the change of election provisions of DSSR 264.2(2) do not apply when:

- (1) adequate medical facilities in the area are not available for pre and post natal care; or
- (2) family members are detained in the United States for medical clearance; or
- (3) children must begin or complete a school year before employee has arrived at post or after the employee has departed on transfer to another post in a foreign area; or

After expiration of the 90-day or 30-day periods, a grant previously not authorized under this section may be made for the entire period of separation if the condition necessitating separate maintenance continued for a longer period.

- b. Unless specifically designated otherwise by the head of agency, eligible family members on SMA (Voluntary) are considered to be officially residing in the U.S. However, when SMA is granted for the Government's convenience (Involuntary), and a foreign area is designated as the official Involuntary SMA location, an employee can be authorized an education allowance within the applicable "school at post" education allowance established in these regulations for the officially designated foreign Involuntary SMA location on behalf of a child authorized to reside at that SMA location.
- c. For Involuntary SMA, the 90-day or 30-day separation period does not apply to eligible family members. Involuntary SMA is effective the first day of separation providing form SF-1190 has been submitted.

263 Circumstances Not Warranting SMA

263.1 Member of Family Not Normally Residing With Employee

When a member of family would not normally reside with the employee, this individual does not meet the definition of member of family;

263.2 Married Couple Employees

When the spouse of an employee is either a member of the military services or is a U.S. Government civilian employee subject to worldwide assignment availability. However, a career or probationary career employee in leave without pay status (LWOP) is considered a dependent;

*263.3 Separation/Divorce

When a legal separation exists between an employee and spouse; or a separation occurring through a divorce decree, whether limited interlocutory or final. A legal separation is deemed to exist at such time as either the employee or spouse shall have initiated action affecting the status of the marriage, including (1) a divorce/dissolution action, (2) a separate maintenance action, or (3) any type of formal or informal written agreement, such as a property settlement agreement, indicating legal separation. A separate maintenance action is one against a spouse for permanent or temporary support and maintenance for the moving spouse, and for support, maintenance and education of minor children; (eff. 6/12/05 TL:SR 652)

263.4 Lack of Legal Custody of Child

When a child's legal custody is vested wholly, or in part, in a person other than the employee or the employee's current spouse, except as follows: SMA may be granted when the employee (or current spouse) has joint legal custody and child does not reside with the other parent and it is established that except for the circumstances described in Section 262 the child would reside with the employee and the employee's current spouse;

*263.5 Child Receiving A School Away from Post Education Allowance

When a child is receiving a "school away from post" education allowance grant under these regulations Voluntary SMA is not warranted. Involuntary SMA payments may be received during the official break between school years if the government will not permit the child to join the employee at post; (eff. 6/12/05 TL:SR 652)

263.6 Child on Educational Travel

When a child travels on "educational travel" at the secondary level, for the 12-month period following that travel/trip;

263.7 Voluntary SMA Within the Same Country or Within 300 Miles of Employee

When the member of family on voluntary SMA is residing within the same country or within 300 miles (one-way road mileage) from the employee;

263.8 SMA Payment Withheld if Per Diem Payable

While the member of family is eligible for travel per diem.

264 Application and Supporting Data: (In addition to data required by Section 077.32a)264.1 Involuntary SMA - For Convenience of the Government

An SMA application based on "for the convenience of the Government" reasons should be annotated in box 15 of the SF-1190 to reflect the following circumstances where appropriate:

- (1) Where housing facilities at the post are subject to control by United States military authorities, a foreign government, or some other authority, and are not available for use by the eligible family member.
- (2) Where, in the interest of the Government, the agency has;
 - a. withheld or terminated authority for the eligible family member's transportation to the post, or
 - b. recommended that the eligible family member leave the post of assignment.
- (3) Applications based upon health factors shall be supported by a statement from the attending physician. Grants shall also be supported by a ruling by reliable medical authority, that is, the ranking medical officer attached to the agency, or by such other person or group of persons as the head of agency may designate.

264.2 Voluntary SMA - Based on Special Needs or Hardship of the Employee

- (1) An SMA application based on the needs or hardship of the employee should include in box 15 of SF-1190 a statement from the employee certifying the circumstances of special need or hardship and stating that such circumstances do not:
 - a. include legal separation (see Section 263.3) between employee and spouse or separation occurring through a divorce decree, whether limited, interlocutory, or final; or

- b. involve a child whose legal custody is vested wholly, or in part, in a person other than the employee or the employee's current spouse. When the employee has joint legal custody, a statement must include that child will not reside with the other parent;
 - c. include a child, brother or sister, 18 years of age or over (see Section 262.2). If the child will be attending secondary school beyond age 18, the employee when applying for SMA must certify that SMA will be terminated within three months from the day the child leaves the secondary school.
- (2) At the time of assignment an employee must elect (1) to have an eligible family member included on the employee's travel orders or (2) not placed on the travel orders and instead be placed on SMA (voluntary). After this initial election, the employee may request that SMA (voluntary) either commence/terminate, depending on the initial election, only once for each member of family during a tour. However, this change can not occur during the employee's first or last 90 days at post (for exceptions, see 262.4a).

EXCEPTION: Following termination of an authorized/ordered departure an employee may elect voluntary SMA at the official safehaven for eligible family members previously eligible for SEA payments under Chapter 600 and for whom round-trip travel expenses have already been authorized. The employee may be permitted to then terminate this voluntary SMA and these eligible family members may be permitted to return to post provided return travel to post does not occur during the employee's last 90 days at a post of assignment. Such termination and return are available only if no other allowances or benefits under these regulations are authorized for eligible family members during a period of SMA commenced under this exception. No additional expenses for travel, access to goods in storage, shipment of household effects or other such SMA-related expenditures may be incurred on their behalf.

264.3 Transitional SMA -

a. Following the Termination of an Evacuation and Conversion of Post to Unaccompanied Status (262.3a)

1. A Transitional SMA application under this paragraph (a) for days 1 through 60 should be annotated in box 15 of the SF-1190 to reflect the following circumstances:
 - (a) The employee's eligible family members were evacuated from post.
 - (b) The evacuation has been terminated and post has been converted to any unaccompanied status.
 - (c) The eligible family members are occupying temporary commercial quarters.
2. In addition to 264.3a requirements, a Transitional SMA application for days 61 through 90 should include in box 15 of the SF-1190 the extreme or unusual circumstances which warrant extension of transitional SMA beyond 60 days.
3. A Transitional SMA application should include documents certifying that the eligible family members are occupying commercial quarters at the time of the application. These documents may include, but are not limited to, receipts and/or lease agreements.

b. Following the Termination of an Evacuation for Educational Consideration (262.3b)

1. A Transitional SMA application under this paragraph (b) for days 1 through 90 should be annotated in box 15 of the SF-1190 to reflect the following circumstances:
 - (a) The employee's eligible family members were evacuated from post.
 - (b) The evacuation has been terminated during the final semester of the current school year and the family members wish to remain at the safehaven in order for the eligible family members attending grades K-12 at the safehaven to complete the current school year.
 - (c) The eligible family members are occupying temporary commercial quarters.
 - (d) The family members intend to return to the post following completion of the current school year. However, if return to post would be within employee's last 90 days at post [see 264.2(2) under EXCEPTION], then family members would need to be placed on voluntary SMA following the 90 days under 262.3b TSMA for the remainder of employee's time at post. Note: if within the 90 day TSMA 262.3b period, the family members intend not to return to post, the employee must submit an updated SF-1190 stating date the family intended not to return to post. Voluntary SMA would commence from the day following the date intending not to return to post.

2. A Transitional SMA application should include documents certifying that the eligible family members are occupying commercial quarters at the time of the application. These documents may include, but are not limited to, receipts and/or lease agreements. The last day of school should also be noted on the TSMA application.

265 Commencement And Continuation of Grant

* 265.1 Upon Assignment to a New Post (Eff. 10/02/05)

The grant of SMA to an employee in connection with assignment to a new post shall commence as of the latest of the dates on which the:

- (1) employee submits SF-1190 application for SMA grant (See also Section 262.4a); or
- (2) employee begins official travel under an assignment order; or
- (3) separation from the family member occurs (See also Section 263.8).

265.2 During Assignment to a Post

If SMA is granted to an employee during the period of service at a post of assignment, the grant shall commence as of the latter of the following dates:

- (1) date on which employee submits SF-1190 application for SMA grant (See Section 262.4a); or
- (2) date on which the separation from the member of family occurs (See also Section 263.8).

265.3 During Employee's Absence from Post

The grant shall continue during the absence of the employee from the post provided the employee maintains quarters at the post, unless terminated under the provisions of Sections 266.2 or 266.3.

265.4 During Visit of Member of Family to Post

The grant of SMA on behalf of a member of family may continue during the family member's visit to post when the visit is for thirty days or less, providing the member of family is again en route to the SMA point by the 31st day.

266 Suspension/Termination of Grant

266.1 During Visit of Member of Family to Post

The grant of SMA on behalf of a member of family shall be suspended the day that the family member arrives at post when the stay is or will be in excess of thirty days. No other allowances or benefits under these regulations may be authorized for this member of family while visiting post.

SMA payments may be resumed effective the day the member of family departs en route to the SMA point.

266.2 Transfer

When an employee is transferred from a post at which the employee has been granted SMA, such grant shall terminate as of the earliest of the following dates:

- (1) date the employee commences travel under the transfer order; or
- (2) effective date of transfer when no travel by the employee under the transfer order is involved.

266.3 Separation

When an employee is separated (Section 040r) while assigned to a post at which the employee has been granted SMA, such grant shall terminate as of the earlier of the following dates:

- (1) last day of employment; or
- (2) date on which the employee is reunited with member of family.

266.4 Transitional SMA

Transitional SMA shall terminate as of the earliest of the following dates:

- (1) date the employee commences travel under transfer orders from the evacuated post or date of transfer when no travel by the employee under the transfer order is involved.
- (2) date the authorized period for Transitional SMA ends.
- (3) date the complete Household Effects (HHE) shipment is delivered to family. (Only pertains to 262.3a TSMA.)
- (4) date the family members occupy non-commercial quarters.
- (5) date the family members occupy permanent quarters. (Only pertains to 262.3a TSMA, however, this would also pertain under 262.3b TSMA in an unusual circumstance of the family members deciding to stay permanently and not return to post.)
- (6) Three days after the last day of school. (Only pertains to 262.3b TSMA)

267 Payment***267.1 Determination of Rates****a. Voluntary/Involuntary SMA**

*The annual rate of the SMA grant to an employee is determined by the number of family members maintained elsewhere than at the post of assignment. The rates in the following table differ by type of SMA but do not vary by location of the separate household: (interim eff. 5/1/05 TL:SR 650; final 6/12/05 TL:SR 652)

*Type of SMA	1 Child Only	2 or More Children	1 Adult Only	1 Adult and 1 Additional Family Member	1 Adult and 2 or 3 Additional Family Members	1 Adult and 4 or More Additional Family Members
Voluntary	\$4,300	\$7,500	\$8,400	\$10,700	\$13,200	\$15,900
* Involuntary	\$5,800	\$8,700	\$9,900	\$13,400	\$15,200	\$17,700

A "child" is a family member who is unmarried and under 21 years of age as defined in Section 040m(2) and (4).

An "adult" for the purposes of the above SMA table includes the employee's spouse and any of the relatives defined in Sections 040m and 261.1b as family members who are 21 years of age or older.

***b. Transitional SMA- Following Termination of Evacuation**

Transitional SMA is to be paid at a daily rate, varying only by the number of eligible family members maintained at a location other than the post of assignment. The rates in the following table are not deducted from the annual rate determined in section 267.1a above and do not vary by either the location of post or the location of the separate household. (interim eff. 5/1/05 TL:SR 650; final 6/12/05 TL:SR 652)

- (1) For the 1st 90 Calendar Days Following the Termination of an Evacuation

Per Family Not Per Person	Day 1-30	Day 31-60	Day 61-90
1-2 Family Members	\$100/day	\$70/day	\$50/day
3 or More Family Members	\$120/day	\$80/day	\$60/day

- (2) For 262.3a TSMA: If the head of an agency or authorizing official determines that an extension beyond sixty (60) calendar days is necessary, Transitional SMA shall be paid at the 61st through 90th calendar day rate shown in the table above. The maximum period under 262.3a Transitional SMA shall not exceed a total of ninety (90) days. Following termination of 262.3a Transitional SMA, Involuntary SMA will commence. See table at 267.1a for appropriate rate.
- (3) For 262.3b TSMA: The maximum period under 262.3b Transitional SMA shall not exceed a total of ninety (90) days. Following termination of 262.3b Transitional SMA, Voluntary SMA will commence [see 264.2(2) under EXCEPTION]. See table at 267.1a for appropriate rate.

267.2 Payment Reduced When Government Quarters or Special Benefits Are Available to Family Members.

Payment under SMA grant shall be reduced for any period during which a family member on behalf of whom the allowance was granted resides in Government provided quarters or for whom special benefits are provided by the U.S. Government. In determining the amount to be deducted the following criteria shall be applied:

- a. if the family members are provided adequately furnished quarters including necessary heat, electricity and water at U.S. Government expense, the rate will be reduced by 70%. In the event that necessary heat, electricity and water are not provided at Government expense, the grant may be increased by the utilities expenses actually incurred by the employee;
- b. if the quarters are provided without major household effects such as basic furniture and major appliances, the reduction in the rate will be 50% with utilities consideration as in Part a if necessary;
- c. in addition to the reductions required by Parts a and b, the separate maintenance grant will be reduced by 10% of the rate if family members receive local transportation at Government expense, and by an additional 10% of the rate if family members are provided access to military commissary and exchange facilities.

In no instance under Part a or b, above, will the total grant exceed the maximum applicable rate in Section 267.1

267.3 Method of Payment

a. Voluntary/Involuntary SMA

SMA shall be computed and paid at annual rates, divided by the number of days in the calendar year to obtain a daily rate (counting 1/2 cent and over as a whole cent); multiplying the daily rate by 14 to obtain a biweekly rate; and multiplying the daily rate by the number of days involved to obtain the rate for any other period. The rate for any split pay period at the end of a calendar year shall be computed at the daily rate applicable on the first day of that pay period.

b. Transitional SMA - Following Evacuation

The applicable Transitional SMA daily rate shall be computed by multiplying the daily rate by 14 to obtain a biweekly rate; and multiplying the daily rate by the number of days involved to obtain the rate for any other period. The applicable rate for any split pay period at the end of a calendar year shall be computed at the daily rate applicable on the first day of that pay period.

267.4 Travel and Transportation Costs

Travel and transportation costs are payable in accordance with the regulations of each agency.

270 EDUCATION ALLOWANCE271 Definitions (Eff. 10/02/05)

- a. "Education allowance" means an allowance to assist an employee in meeting the extraordinary and necessary expenses incurred by an employee by reason of service in a foreign area, not otherwise compensated for, in providing adequate elementary and secondary education for dependent children.
- b. "Adequate school" means an elementary school (grades kindergarten and 1-8 or equivalent) or secondary school (grades 9-12 or equivalent) not requiring mandatory denominational religious instruction and providing an educational curriculum and services reasonably comparable to those normally provided without charge in public schools in the United States. The major criterion of "adequacy" is whether a child of normal ability, upon completion of a grade, or its equivalent, can enter the next higher grade in a public school in the United States.
- * c. "Educational method" means: (1) "school-at-post"; or (2) "school-away-from-post"; or (3) "home study/private instruction"; or (4) special needs as defined in this section.
- d. "School at post" means an elementary or secondary school within daily commuting distance of the employee's post of assignment.
- e. "School away from post" means an elementary or secondary school so far beyond daily commuting distance of the employee's post as to necessitate board and room in connection with attendance.
- f. "Home study/Private Instruction" means a complete academic course using correspondence course and/or other appropriate materials in the home and/or by private instruction.
- g. "Child" means a dependent who is one of the children defined in Section 040m(2) and (4) and who is eligible for education at the elementary or secondary school level (grades K-12) except that such child must have attained the age of four years and must not have reached his/her 21st birthday (see section 276.24). A child with special needs under Sections 271m and 276.8 is considered to be covered by these regulations from birth.
- h. "School year" means the total number of calendar days involved in obtaining, by means of a specific educational facility, elementary or secondary schooling within one prescribed maximum rate in one 12 month period.
- i. "Advanced Placement and International Baccalaureate Courses" are courses offered by The College Board (888 Seventh Avenue, New York, NY 10016) and the International Baccalaureate North America (200 Madison Avenue, New York, NY 10016), respectively. These are available to secondary school (grades 9-12) students and normally conclude with exams. A survey of exam-related IB and AP tests revealed expenses incurred are funded by U.S. public school districts, therefore, employees may claim full expenses for IB and AP fees per exam per child.
- j. "Kindergarten", except for a special needs child, means a one school-year program similar to the U.S. public school program immediately preceding grade 1 and does not include the nursery school level. At posts where schools generally follow a U.S. school calendar (i.e. school year begins in August or September) the child needs to turn five on or before December 31 of that school year. At posts where schools follow another hemisphere calendar, a child needs to be at least four years and eight months old by the beginning of the school year. (See exception at 276.25)
- k. "Post-audit" means after approval (approbation) by post's authorizing official and after payment has been made to the employee. All supporting documentation, originals and certified copies, are to be kept under one cover, to be available to an office which has oversight authority.
- l. "English as a Second Language (ESL)" - is additional assistance and/or instruction provided to a child not speaking English sufficiently well to participate fully in a school's curriculum.
- m. Special Needs Education Allowance: This allowance applies to children who would fall under PL-105-17, the Individuals with Disabilities Education Act (IDEA), if residing in the United States. In general, these children are physically, emotionally, developmentally, and/or mentally disabled and the law mandates they receive additional educational resources.

272 Scope272.1 Purpose

The education allowance is designed to assist in defraying those costs necessary to obtain educational services which are ordinarily provided without charge by the public schools in the United States, plus, in those cases where adequate schools are not available at the employee's post, the costs of room and board and periodic transportation between such posts and the nearest locality where an adequate school is available.

272.2 Rates of Education Allowance

Rates of education allowance are provided for "school at post", "school away from post" and "home study/private instruction". Where a local school is deemed adequate by the Department of State, the "school at post" and the "school away from post" rates are identical. In this circumstance, the rate for "school away from post" does not reflect the costs of attending a boarding school but simply indicates the allowance available for an employee who desires to send his/her child away to school despite the availability of an adequate local school (see section 277.2 for allowable expenses). When a local school is deemed to be inadequate, a higher allowance rate is established to assist with the costs of attending a school away from the post. Separate rates are available for home study/private instruction (274.12b) and special needs education allowance (274.12c). An employee may not receive an allowance greater than the rate provided for the educational method selected except in connection with supplementary instruction or education of a special needs child.

*272.3 Selection of School (Eff. 10/02/05)

An employee has freedom of choice in school selection with reimbursement up to the rate cited in Section 920 for allowable expenses (Section 277). However, there is a restriction on the "at post" education allowance. If an employee chooses a school other than the base school on which the education allowance is calculated, reimbursement for all one-time fees under DSSR 274.12e is limited to an amount not to exceed the total of all one-time fees charged by the base school. If one-time fees exceed those of the base school, additional one-time fees may be reimbursed against the Section 920 education allowance rate as long as that maximum rate has not been reached. In cases in which a student is required to transfer schools for reasons beyond the family's control, the post may request a waiver of the maximum rate from the Director of the Office of Allowances.

Example 1: Child is in third grade at the base school (grades K-6) and one-time fees are paid which total \$3,000. Parent changes schools the following year and one-time fees are \$2,500. The parent cannot be reimbursed under DSSR 274.12e for one-time fees since the maximum allowed of \$3,000 was paid the previous year. Tuition for fourth grade at the new school is \$10,000. DSSR Section 920 education allowance maximum for fourth grade at that post is \$13,000. The parent can be reimbursed for the \$2,500 one time fees at the new school under the DSSR Section 920 education allowance maximum since that maximum has not been reached (\$13,000 minus \$10,000 leaves \$3,000 which can be used to reimburse for the \$2,500 one time fees at the new school).

Example 2: Base school one-time fees are \$1,000. DSSR Section 920 Education Allowance maximum is \$8,000. Parent has chosen non-base school where one-time fees are \$3,000 and tuition is \$6,000. One-time fees may be reimbursed at \$1,000 (limited to the base school one-time fees). The other \$2,000 of one-time fees may be reimbursed under DSSR Section 920 since the maximum has not been reached (\$8,000 minus \$6,000 leaves \$2,000 which can be used to reimburse for the remaining \$2,000 of one time fees at the non-base school).

Example 3: Base school one-time fees are \$4,000. DSSR Section 920 Education Allowance maximum is \$18,000. Parent has chosen non-base school where one-time fees are \$6,000 and tuition is \$17,000. One-time fees may be reimbursed at \$4,000, leaving \$2,000 not allowed under one-time fees. If the DSSR Section 920 maximum has not been reached, the \$2,000 can be reimbursed under that maximum (\$18,000 minus \$17,000 with a remainder of \$1,000 below maximum). Only \$1,000 can be reimbursed to the parent, leaving the parent \$1,000 out of pocket for the remaining one-time fees at the non-base school.

273 Application Including Estimates of Costs

After the employee, or a family member, has arrived at the post, an application may be filed (Section 960 Education Allowance Worksheet) including estimates of costs of tuition, books and supplies, required fees, room and board, and transportation for an education allowance grant on behalf of each child. (See allowable costs in Section 277.) However, an employee is expected to submit such receipts, billings, or other acceptable documentation of actual costs as are available at the time of the application. The application for each child shall be only for the school year, or fraction thereof, for which one maximum rate is applicable. Evidence of actual schooling costs must be submitted before the end of each school year or whenever requested by the officer designated to authorize allowances, the Department of State, or other responsible authority. (See Section 274.11b.)

274 Grant of Education Allowances (See also Section 077.32b.)**274.1 Amount***** 274.11 Normal Grant**

a. An employee normally may be granted for each school year, or fraction thereof, on behalf of a child in grades K-12, the rate indicated in Section 920 for his/her post, grade and educational facility selected (Section 271.c) or in the case of home study and private instruction the rates indicated in Section 274.12b.

*b. However, the officer designated to authorize allowances is required to authorize smaller amounts when it is determined that the employee's expenses for education justify such lesser amounts. Prior to the end of the grant period, satisfactory documentation of actual allowable school costs incurred by the employee, including transportation, must be presented to the authorizing officer. If the employee cannot furnish documentation to justify actual expenses for a grant year, the employee will be required to pay any overpayments in excess of \$100. (eff. 5/1/05 TL:SR 650)

274.12 Other Amounts

The authorizing officer may authorize:

- a. in addition to the amount authorized under Section 274.11 for "school at post", an amount up to \$3,000 each school year for supplementary instruction (See Section 276.9.);
- b. in lieu of the "school at post" rate, a separate allowance rate of up to \$3,000 each school year for home study/private instruction in grades K-8 and up to \$5,000 in grades 9-12; however, if the local school/grade is adequate, reimbursement is limited to the school at post rate if it is lower than the home study/private instruction rate;
- c. for the education of a special needs child in lieu of the "school at post" rate, a separate allowance rate each school year up to \$26,800 for "school at post" or "home study/private instruction" including tutoring, or up to \$55,350 for "school away from post" (See Section 276.8.);
- d. temporary continuance of the rate of the last previous post when the employee transfers and leaves his/her child in the same school (See Section 276.5.);
- e. in addition to the amount authorized under Section 274.11 for "school at post", non-refundable amounts charged by schools as one-time fees, not recurring in subsequent years of enrollment such as building fees, registration fees, matriculation fees, or admission fees, plus annual fees charged to just certain children in a family. This subsection may not be used to pay for shares of stock in the school which make either the employee or the United States Government a shareholder in the school.

Example:

An annual Development Fee of \$100 is charged by a school for each of the first two children in a family but not for the remaining children. Section 274.12e provides authority to pay \$100 to the employee for each of the two children in addition to grants of amounts of education allowance indicated in Section 920.

The head of agency or designee, may authorize a special advance (with employee signing a repayment agreement) to pay for extraordinarily large refundable deposits when required by the school at post. An extraordinarily large refundable deposit is defined as a deposit of at least \$600 per family which the employee is required to pay to the school at post and for which the school will not accept alternative payments.

- f. in addition to the amount authorized under Section 274.11 for "school at post", fees related to English as a Second Language instruction for a child needing specialized assistance.

274.2 Termination

274.21 Normal Termination

A grant normally will terminate at the end of the school year, or fraction thereof, upon which the grant is based, when no amendment of the grant is required under Section 274.22.

274.22 Other Termination

Where a grant is not terminated normally under Section 274.21, it will be terminated as of the following applicable date:

- a. the date the employee transfers or is separated;
- b. the date the post's education allowance rate is revised in the child's grade and educational method (Section 920);
- c. the date the educational method (Section 271c) for the child is changed;
- d. the date the child is withdrawn from school for the remainder of the school year; or
- e. any date specified by the officer designated to authorize allowances.

If the authorizing officer determines that revision of the grant is necessary in connection with the above terminations, the recomputed grant should provide for recovery of payment or increased payment when applicable. An employee who is forced to withdraw a child from a "school at post" or "school away from post" as a result of transfer should not be financially penalized by reason of unavoidable educational expense.

- f. Where proration is determined to be the appropriate method of recomputation, the following formulas should be used. The lower of the two prorated amounts would be the amount to be granted. The 270 figure used in the formulas represents the calendar days in a typical school year. If the authorizing officer is able to determine the exact number of days in a particular school year, this figure may be used.

1. PRORATE MAXIMUM RATE

Maximum school year allowance	\$ _____	X Calendar days	= \$ _____
rate plus amount authorized =	270 Daily	school attendance	
for supplementary instruction	Rate		

2. PRORATE EXPENSES

Employee's school year	= \$ _____	Calendar days	= \$ _____
expenses	270 Daily	X school attendance	
	Rate		

274.23 Additional Grants for One School Year

An additional grant may be authorized on behalf of a child for the remainder of a school year following termination of the preceding grant. The total amount granted for that school year, however, may not exceed the highest maximum education allowance rate prescribed for the post during that school year in the child's grade and educational method selected, plus amounts, if any, for supplementary instruction authorized under Section 276.9. Exceptions are permitted in the circumstances described in Section 274.22a and if the employee elects temporary continuance of the rate of his/her last previous post in circumstances described in Section 274.12d.

275 Payments

Education allowances may be paid in advance, either by lump sum or by installments, only as necessary for the employee to meet periodic educational expenses or when a monetary advantage, such as a discount, would accrue to the Government. If a grant payment is made by lump sum, the authorizing officer must require proof of school payment within a reasonable amount of time in order to certify that school bills were paid at the beginning of the school year.

276 Additional Criteria (eff. 5/1/05 TL:SR 650)**276.1 Posts in Evacuation/Authorized Departure Status**

Refer to Chapter 600 - Evacuation/Authorized Departure Payments.

276.2 Special Eligibility Criteria

276.21 A special needs child under Section 271m and 276.8 is considered to be covered by these regulations from birth.

276.22 When a child is attending a school away from post, it must be established that, except during the period of attendance at a school away from post, the child would normally reside with the employee/parent at post unless the agency has determined the need to exclude non-adult family members from accompanying the employee to the area (see section 262.1).

276.23 When an employee is assigned to a post where children [definition 040m(2)] are not allowed, the employee may request the applicable "away from post" education allowance for his/her child in lieu of involuntary separate maintenance allowance (SMA) for that child.

276.24 A child who has reached the age of 21 during a school year remains eligible for an education allowance only until the end of that school year.

276.25 Posts at which the only adequate schools have a standard age for admission which is less than the age specified in 271(j) (e.g., British curriculum schools) may apply for a waiver from the age limitation set forth in 271(j). To obtain a waiver, posts must submit a request to the Director, Office of Allowances, Department of State. The request must include (a) a certification by the authorizing officer that the standard age for admission to the only adequate schools at post is less than that specified in 271(j), and (b) a school grade matrix for all adequate schools.

276.3 Child in the United States

An education allowance shall not be paid for a child in the U.S.: (1) who has a natural or adoptive parent or step-parent residing in the U.S. (except where the employee establishes that the parent residing in the U.S. is divested of legal custody of the child or is mentally or physically unfit to care for the child or the step-parent is estranged from the employee); or (2) on whose behalf a separate maintenance allowance is being paid; or (3) for the 12-month period immediately following arrival in the U.S. under educational travel authority (Section 280).

*** 276.4 Child Residing in Foreign Area (Eff. 10/02/05)**

276.41 When the U.S. is the official SMA location, but the child is residing in a foreign area, the employee is not eligible for educational allowance payments on behalf of that child.

*276.42 When a foreign post is designated as the official Involuntary SMA location, the employee may be eligible for an education allowance on behalf of a child residing at that location. (See Section 262.4b.)

276.5 Employee Transfers to a New Foreign or Non-Foreign Post But the Child Remains in Same School**276.51 Transfers to a New Foreign Post**

An employee, assigned to a post in a foreign area, who is officially transferred to a new foreign post while his/her child is attending school, has a choice of allowances if the child remains in the same school. Following transfer to the new foreign post, the employee may elect to receive and be granted the rate of education allowance of

the last previous post instead of the rate of the new post. If this election is made, the rate of the last previous post continues only until the end of that school year. After that, the rate of education allowance at the new post is payable for costs of any further education received. (See Section 274.23.) An employee shall furnish a copy of the last previous grant to facilitate computation.

276.52 Transfers to a New Non-Foreign Post

Where the employee, assigned to a post in a foreign area, receives official notice of transfer to a new post in a non-foreign area while the child is attending school and remains in the same school while the employee transfers, the head of agency may waive recovery of all or portions of the education allowance advanced if satisfied that such recovery would be against equity and good conscience or against the public interest.

Evidence weighing against recovery and meriting exercise of the waiver includes circumstances where:

- a. the child's educational progress would be affected by the withdrawal of the child from the school before the end of the school year; or
- b. the school would make no refund of tuition and other payments even if the child were to be withdrawn from the school before the end of the school year.

Any waiver granted under this section shall be reported promptly to the Secretary of State, citing these regulations and describing the circumstances.

276.6 Employee Delayed Enroute to Post of Assignment

Where an employee who is delayed by temporary duty prior to arrival at a foreign post incurs educational expense on behalf of a child, any education allowance grant for such child may cover the period of temporary duty. The grant is not to be made until the employee or a family member arrives at the post of assignment.

276.7 Transfers or Initial Assignment from U.S. to Foreign Post

When an employee commences a tour of duty after the beginning of a school year for an official assignment from the U.S. or other non-foreign area to a foreign post with inadequate schools and a higher "away from post" education allowance, an education allowance may be granted for a certain period prior to departure from the U.S. The grant may include costs incurred while employed by the U.S. Government in accordance with the following criteria:

- 276.71 payment under this section may include up to one school semester of tuition, fees, room/board, for the school year in progress at the time of employee's departure for post;
- 276.72 reimbursement may not be received prior to employee's arrival at a foreign post and may not exceed the maximum allowance for the foreign post; and
- 276.73 the child's attendance at the beginning of the school term must be fairly attributable to the pending assignment of the employee with documentation showing that the assignment was official or, in cases requiring Congressional approval, nomination was put forward by the agency prior to commencement of the semester being reimbursed.

*276.8 Child with Special Needs (Eff. 10/02/05)

An employee with a child with special needs requiring additional education and related services may be granted an education allowance for that child by the authorizing officer in lieu of the school-at-post, home study/private instruction, or school-away-from-post rate (Section 274.12c). This benefit is available from birth to the 21st birthday. Attendance may be Away From Post when the necessary services required for the child's education are not available at post.

- a. The authorizing officer may authorize reimbursement for allowable expenses up to the maximum rate provided in SR 274.12c for the method chosen (currently \$26,800 "school at post" plus \$3,000 supplementary instruction; and \$55,350 for "school away from post"). Documentation required: (1) Based on consultation with the agency's Medical Office, the employee must provide the authorizing official written evidence that the child meets the definition a child with a disability under the IDEA; and

- * (2) There must be a formal Individual Education Plan (IEP) or equivalent prepared by a professional medical or educational expert which delineates the educational services required to provide for the child's special needs. Reimbursement may only be for those services provided for in the IEP which are actually required, as opposed to those services which a parent or school may recommend as desirable. For a child under age three, reimbursement is limited to those services provided for in the Individual Family Service Plan (IFSP).

b. Except for periodic diagnostic testing as required by a school or medical/education authority, the costs of medical, including psychiatric, treatment for the child's condition are not to be included in such grants. Travel of a family member (see Section 040m) to accompany a child between the foreign post and the school or to accompany for the required diagnostic testing from the post to the most reasonable point where it can be performed and return may be included within the allowance when deemed necessary by the authorizing officer. Travel from a foreign post may also be authorized for an interview prior to enrollment when such interview is absolutely required for the child's admittance into the school. Travel for the interview purpose is restricted to one round trip while the parent is assigned to a foreign post. (Travel for exploratory or familiarization purposes is not authorized.)

c. Additional Allowable Expenses:

- Expenses itemized in SR 277 based on selected method of education
- Rental of equipment (e.g., amplification and auditory devices) necessary for services required by the IEP or IFSP when not reasonably available at the school
- Purchase of software/tapes/cd or similar items is seldom allowable, but may be authorized when the item is necessary for required course work and has no application beyond that course. Purchase of any equipment that has broader use than for the required educational services is not allowable, such as computer hardware, cassette decks, tape and CD recorders/players.
- Summer school expenses are allowable only when actually required for the child's special need according to the IEP or IFSP and only when it is necessary for the child to have continuity of educational services.
- Private individual tutoring in conjunction with attendance at post school may be authorized only when a service is educationally required and not available at the school attended.

- d. Responsibility for documentation rests with the employee. Authorizing officials are not permitted to authorize payment when documentation of allowable items is not clear.

276.81 Costs of Services Exceed Maximum

In exceptional circumstances, when costs of services provided for in the IEP or IFSP exceed the maximum rate established in SR 274.12c, the head of agency may authorize not to exceed an additional 50% reimbursement for allowable items on a post-audit basis. Additional reimbursement, for example, would not exceed \$13,400 for "school at post" if the allowance were \$26,800 and would not exceed \$27,675 for "school away from post" if the allowance were \$55,350. After this authority is exercised, the following must be held on file at post subject potentially to post-audit review: listing of all items found to be allowable by the authorizing official and reimbursed, evidence the expenses were actually incurred, statement by the authorizing official that the child meets the special needs definition and the reimbursed services are in accordance with the child's IEP or IFSP. Reimbursement is not to be made for projected or likely expenses. Requests for reimbursement for allowable expenses above the additional 50% maximum must be submitted to the Director, Office of Allowances, U.S. Department of State.

276.9 Supplementary Instruction

Supplementary instruction may be reimbursed up to the maximum shown in Section 274.12a in addition to the "school at post" education allowance for only the following reason(s):

- a. the "school at post" does not provide instruction in academic subjects generally offered by public schools in the United States, such as United States history, civics, computers, American literature, English grammar, Advanced Placement or International Baccalaureate Courses;
- b. the "school at post" offers its curriculum in a foreign language which the child does not know well enough for progress in the curriculum;

- c. the "school at post" requires additional instruction to enable the child to enter a grade or remain in the same grade in the school;
- d. the "school at post" documents that a child returning to post following authorized/ordered departure/evacuation requires additional instruction to successfully complete the current school year;
- e. the "school at post" does not offer a Gifted and Talented (GT), or equivalent, program. The parent must show one of the following in order to use Supplementary Instruction funds for a GT academics-only (math, science, languages, social studies, however, not physical education or the arts) program: (1) a letter from the child's previous school that the child qualified for and participated in a GT program; (2) a letter from the child's current school which endorses that the child's performance qualifies for a GT program which the school cannot provide; or (3) the results of a standardized GT test(s) which shows the child eligible to participate in a GT program.

The "school at post" grant may, in individual cases deemed necessary by the authorizing officer, be increased for the reasons specified in a. through e. above, provided such instruction is given by other than the employee or a family member.

276.10 Upon Death of Employee

When at the time of an employee's death, that employee had a child enrolled in a school and was eligible for an education allowance under these regulations, a grant may be made to allow completion of the current school year at that school.

277 Allowable Expenses

Except as otherwise provided in Section 276, costs of items listed below may be granted by the authorizing officer to the extent that they are not refundable to the employee by the school. Reduced rates for tuition or related costs or transportation resulting from the attendance of more than one family member in the school shall be reflected in the employee's application for each child. Where costs are in local currency, United States dollar estimates shall be based on the most favorable rate of exchange available to the employee on the date of application. The application shall show the exchange rate used (box 15 of the SF-1190 or remarks area on Section 960 Education Allowance Worksheet if used as attachment to SF-1190).

277.1 "School at Post" (See Section 271d.)

- a. Basic tuition for required courses;
- b. necessary elective courses offered by the school which would be required by public schools in the United States;
- c. books and supplies required by the school but normally provided free of charge in public schools in the United States;
- d. required fees - such as laboratory, library, registration, matriculation, building or development, testing required by the local school, medical (routine), sports (group classes), and required "donations". Fees not considered allowable include lunches, uniforms (daily attire or physical education), field trips, elective courses for dancing, horseback riding, sports or other specialized instruction, personal laundry, locker and towel fees, admissions to school events, yearbooks, graduation expenses, personal expenses, and other items not ordinarily provided free of charge by public schools in the United States;
- e. supplementary instruction as described in Section 276.9;
- f. local transportation on school days between the school and the employee's home. Where school-, commercially-, or USG-provided transportation is not available and a private car or car/vanpool is used, the cost of such transportation may be reimbursed equivalent to the current GSA-approved rate for the use of a privately owned vehicle (POV) for official business. This cents per mile rate may be reimbursed for one round trip per day between school and home.

*277.2 "School Away from Post" (See Section 271e.) (Eff. 10/02/05)

- a. Items listed in Section 277.1a through d;
- b. room and board; subject to accountability restrictions in Section 273, these costs are limited to \$500 per month for up to 10 months when a child does not reside in a school dormitory but uses private boarding facilities instead. This provision does not allow room and board payment to a natural or adoptive parent or step-parent when the child lives with that parent outside the U.S., except where the employee establishes that the non-employee parent is divested of legal custody of the child or is mentally or physically unfit to care for the child or the step-parent is estranged from the employee;
- c. (1) periodic transportation of the child between the post and the school, not to exceed trips indicated by the school's vacation closing calendar or necessary weekend trips if boarding is on a 5 day basis. However, when travel from the school to the post is infeasible, as determined by the authorizing officer, travel may be allowed between the school attended and the home of a designated relative or family friend or to join a parent at any location with the allowable travel expense not to exceed the cost of travel between the school and the post. Any other travel expense not specifically detailed in this section is not allowable. Transportation of the child and actual travel expenses (including per diem, baggage, etc.) must be performed and are reimbursed in accordance with the Federal Travel Regulation and implementing regulations of the responsible government agency;

(2) Where a private residential or non-dormitory facility is used for boarding, and local school transportation (school bus, public, or POV) is needed between the private residential or non-dormitory facility on school days, in individual cases as deemed necessary by the authorizing officer, such transportation expense may be reimbursed. Allowable expenses for local school transportation cost may be those charged by the school or the public transportation fares, or the equivalent rate to the current GSA-approved rate for use of a privately owned vehicle (POV) for official business. Reimbursement is limited to one round trip per day for daily commuting purposes on school days.

* 277.3 Home Study/Private Instruction (Sections 271f and 274.12b) (Eff. 10/02/05)

- a. Allowable expenses
 - (1) Traditional curriculum and other supplemental materials as may be appropriate (textbooks and other pertinent instructional materials) for math, science, language arts, social studies, and other subjects on a grade/age appropriate basis.
 - (2) Expendable supplies which are normally provided free of charge in U.S. public schools.
 - (3) Tutorial or independent study costs to ensure that a child receives age/grade-appropriate instruction. The head of agency or designee could reimburse the tutorial of, for example, a 17 year old "senior" taking calculus or physics.
 - (4) Fees charged for access to libraries, recreation facilities, schools for education-related curriculum activities, or participation on school athletic or extracurricular teams which are normally free of charge in U.S. public schools. For example, required research for projects, group physical education or group music activities, participation on school athletic team or debate team above what is charged students attending the school.
 - (5) Fees for curriculum-related on-line internet services such as study programs, library services and distance learning.
 - (6) Rental of curriculum-related equipment such as microscopes or very large band instruments (such as the Sousaphone) which would normally be provided by U.S. public schools.

- (7) Required testing materials by either the formal home study course or other authorized program.
- (8) Advisory teaching service affiliated with formal recognized home study course or affiliated with a professional educational association. (Eff. 10/02/05)
- (9) Tuition charges, shipping costs, lesson postage, on-line internet and facsimile charges associated with formal recognized home study course or other authorized program.

b. Non-Allowable Expenses

- (1) *Purchase or rental of items which have broader use than the course being studied (such as computer hardware, band instruments except as noted in 277.3a(6) above. (eff. 5/1/05 TL:SR 650)
- (2) Parental training in home study/private instruction
- (3) Any form of compensation to the parent: nanny, childcare or supervisory costs
- (4) Travel and transportation costs at post or away from post
- (5) Personal telephone, internet, satellite, cable or other available communication subscription fees.
- (6) Fees for museums, cultural events, or performances that would normally be paid by parents of children in the U.S.

c. Required Documentation for Home Study/Private Instruction

- (1) While the law does not discuss home study/private instruction, it is in the best interest of the U.S. Government to ensure students in a home study/private instruction course in a foreign area are able to reintegrate into a public education system when they return to the United States.
- (2) If home study/private instruction is the selected educational method, the post must ensure that an education allowance is being granted for an adequate education by obtaining one of the following from the employee/parent: (a) Receipts for enrollment of the child in a recognized home study course (such as the Calvert School for grades K-8 or the University of Nebraska for grades 9-12); or (b) guidelines and verification that the employee/parent is participating in and complying with the home schooling requirements of a selected location. This location can be the employee/parent's state of residence, another relevant state, territory, possession or country.
- (3) Upon request, the Office of Overseas Schools within the U.S. Department of State can arrange with the Fairfax County Public Schools to supervise home schooled children of U.S. mission employees according to State of Virginia requirements. Any compliance testing and service fees are reimbursable subject to the home study/private instruction allowance rate maximum.

280 EDUCATIONAL TRAVEL**281 Definitions**

For the purpose of this subchapter:

- a. "Educational travel", under authority of 5 USC 5924 means travel to and from a school in the United States for purposes of attending a full-time course for secondary (in lieu of an education allowance), undergraduate college education or an accredited post-secondary vocational or technical education. In certain circumstances travel may be to and from a school outside the United States. (See Section 282.)
- b. "Secondary education" means attendance at a public or private school located in the United States with grades 9-12, or equivalent.
- c. "College education" means attendance for a full program at the undergraduate level at a university or college, including 2-year junior or community colleges, or foreign extensions program abroad, which offers academic courses leading to a degree.
- d. "Child" means a dependent of the employee defined in Section 040m(2) and (4) who is eligible for secondary, post secondary, or college education, except that the normal 21-year age limit is revised only for educational travel in Section 284, Column III.
- e. "Annual trip" means one round trip within one 12 month period for dependent's schooling. For the secondary and accredited post-secondary levels, authorized travel is between the post and a school in the United States. For undergraduate college education, authorized travel is between the post and school whether in the U.S. or foreign area. The round trip may be taken at any time in each 12-month period. Round trips or portions of round trips not taken in each 12-month period cannot accumulate to a subsequent period.
- f. "Post-Secondary vocational or technical education" means attendance at an accredited nursing, performing arts, technical, or vocational institution in the United States which requires full-time student attendance for at least nine months or 900 clock hours per school year, is accredited by a state department of education or a regional Association of Colleges and Schools (Middle States, New England, North Central, Northwest, Southern, Western), leading to a degree, certification, or license.

282 Scope

Educational travel permits payment of travel expenses for a child from the employee's post once each way annually for each type of education, except as otherwise provided in Section 284, for secondary, undergraduate college, post secondary vocational or technical education. Educational travel at the undergraduate college level may include travel to a school outside the United States if the dependent is attending the foreign school for less than one year under a program approved by the school in the United States at which the dependent is enrolled on a full time basis. Under certain conditions prescribed in Section 284 such travel is authorized in addition to any other travel authorized for the child in connection with travel authorized for the employee. No education allowance may be granted for certain periods following the child's arrival in the United States via educational travel. (See Section 276.3.)

283 Standards For Authorization

Subject to the conditions in Section 284, the head of agency may authorize payment or reimbursement to the employee for travel expenses for a child to a school from the employee's foreign post for secondary, undergraduate college, post secondary vocational or technical education and return to the post, once each way annually for each type of education. Educational travel may originate from either the school or the post.

* 283.1 Anniversary Date for Travel (Eff. 10/02/05)

- a. Subsequent round trips may be authorized twelve months after the first leg of the first educational travel trip. After the anniversary date is established upon initial travel (e.g. on September 1), it remains the same for subsequent trips. Since schools have widely varying opening and closing dates, especially on the college level, a 30-day period prior to the eligibility date may be allowed on an individual case-by-case basis to be reimbursed when the child actually becomes eligible. The intent is to help ease scheduling problems and not to provide a benefit greater than that provided by law nor to allow earlier travel unrelated to education.
- b. When an employee transfers from one foreign post to another without a break in service, the anniversary date remains the same. However, if an employee is assigned to the U.S. for more than a twelve month period, a new anniversary date is established.

283.2 Travel Before Eligibility

Except for the 30 day period provided in Section 283.1a, dependents may not travel on educational travel orders or be reimbursed for travel performed before the date they are eligible to travel.

283.3 Travel to/from Post Secondary Vocational or Technical School

The authorizing official must ensure the employee provides documentation from the school of attendance that it is accredited by one of the following: Department of Education of one of the states of United States, or one of the six regional Associations of Colleges and Schools (Middle States, New England, North Central, Northwest, Southern, Western).

283.4 Cost Construction of Travel in Other Situations (Eff. 5/1/05)

- a. Travel may be between school and post or between schools when a school outside the U.S. is attended under a program approved by the school in the U.S. For each one-way travel eligibility, reimbursement may never exceed the cost of travel between the post and the school in the U.S. Program limitations of Section 282 always apply.
- *b. As determined by the authorizing officer, when travel to post is prohibited or otherwise impractical, travel may be allowed to/from an alternate location to meet parents who reside at post. Restrictions on annual round trip eligibility and cost constructive reimbursement apply. (eff. 5/1/05 TL:SR 650)

284 Conditions of Educational Travel

Travel From Post to School:

Private	I Type of Education	II Trips Authorized	III Age Limit of Child (See Section 281.d)	IV Residence Period Outside U.S.	V Special Rules
A.	Secondary Education (See Section 281b.)	One one-way trip annually from foreign post to high school in the U.S.	Age 20 (before 21st birthday)	Unless otherwise authorized by the Director, Office of Allowances, U.S. Department of State, 7 consecutive days must be spent outside the U.S. by the child prior to departure on each educational travel trip except where the child's transportation abroad within the 7 days was not at Government expense	(No special rules for travel from post to school)
B.	or Post Secondary Education (See Section 281c and 281f.)	One one-way trip annually from foreign post to a college or acceptable post secondary school	Age 22 (before 23rd birthday), except when the child's basic education is delayed by military service, the age 22 limitation is extended by one additional year or fractional year of military service.	Unless otherwise authorized by the Director, Office of Allowances, U.S. Department of State, 7 consecutive days must be spent outside the U.S. by the child prior to departure on each educational travel trip except where the child's transportation abroad within the 7 days was not at Government expense	

Travel From School to Post:

Private	I Type of Education	II Trips Authorized	III Age Limit of Child (See Section 281.d)	IV Residence Period Outside U.S.	V Special Rule
C.	Secondary Education (See Section 281b)	One one-way trip annually from school in the U.S. to employee's post in foreign area (See Special Rule, Column V)	Age 20 (before 21st birthday), except when the child's basic education is delayed by military service, the age 20 limitation is extended by one additional year for each year or fractional year of military service (See Special Rule, Column V)	Not applicable	Educational travel to an employee's post shall not be authorized for the child when the responsible Government agency anticipates the employee's transfer to the U.S. or his/her travel for home leave within 30 days of the scheduled date of the child's departure for post
D.	or Post Secondary Education (See Section 281c and 281f)	One one-way trip annually from school to employee's post in foreign area (See Special Rule, Column V)	Age 22 (before 23rd birthday), (1) provided the child commences final travel within three months from the date the child finishes college or post-secondary education, and (2) when the child's basic education is delayed by military service, the age 22 limitation is extended by one additional year for each year or fractional year of military service (See Special Rule, Column V)	Not applicable	

285 Payment*285.1 Allowable Expenses (Eff. 10/02/05)

Actual expenses for the child's transportation, travel per diem within prescribed maximum rates when authorized by law, and expenses for transportation of unaccompanied personal baggage (UAB) may be included in payment or reimbursement for educational travel. Student transportation rates, if available, must be authorized. If student rates are not available, but other transportation is available at lower than first class fares, these lower rates must be authorized. Travel to or from an alternate location may be authorized if cost constructed so as not to exceed the contract fares (if available) between school and post. (Section 283.4b). Should travel to an alternate destination cost more than the constructive Government costs between school and post, the employee must pay the difference. Allowable UAB shipments can also be made on a cost constructed basis to the alternate location, but any required customs clearance/fees are the employee's personal responsibility. No items such as household effects, automobiles, nor foodstuffs may be shipped to or from any school at Government expense. At the election of the employee, in lieu of the transportation of the unaccompanied personal baggage of a dependent from the student's school, the costs incurred to store the baggage at or in the vicinity of the school during the dependent's annual trip between the school and the employee's duty station may be paid or reimbursed to the employee, except that the amount of the payment or reimbursement may not exceed the cost that the Government would incur to transport the unaccompanied personal baggage.

285.2 Other Regulations Governing Payment

Educational travel authorized under this subchapter shall be paid or reimbursed in accordance with the Federal Travel Regulation and implementing regulations of the responsible Government agency, within the limitations of this subchapter.

285.3 Maximum Amount

Payment or reimbursement of educational travel expenses shall not exceed the amount of such allowable expenses as would accrue from direct travel between the employee's current foreign post and the school.

The authorizing officer shall assure through employee certification, review of previous educational travel grants or correspondence with posts that dependents are not scheduled in excess of one round trip for educational travel in a 12-month period. (See Section 281e.)

CHAPTER 300REPRESENTATION ALLOWANCES310 GENERAL311 Definition

"Representation allowances" are allowances granted pursuant to Section 905 of the Foreign Service Act of 1980, or other acts providing allowances equal or similar to representation allowances provided for the Foreign Service under that section. The allowances are for the purpose of furthering abroad the interests of the United States.

312 Scope

Representation allowances are intended to cover allowable items of expenditure by employees, including foreign national employees, whose official positions entail responsibility for establishing and maintaining relationships of value to the United States in foreign countries and by adult family members acting with or on behalf of these employees. Upon submission of vouchers, reimbursement may be effected or payment may be made on behalf of such employees for allowable items of expenditure. To the maximum extent practicable, use shall be made of American products, including American wine.

320 ALLOWABLE ITEMS OF EXPENDITURE

Expenditures for items of the following kinds incurred in the foreign country or area of assignment or detail by employees and adult family members acting with or on their behalf described in Section 312, may be approved for reimbursement or payment:

- a. entertainment of a protocol nature, such as that normally offered by the principal and high-ranking subordinate officers of the Foreign Service at posts abroad on such occasions as national holidays and on such other important occasions as visits of noted personages or of public vessels or aircraft. However, reimbursement for entertainment solely for employees of the Executive Branch of the United States Government and their families is prohibited. (See Section 330f);
- b. entertainment undertaken by employees to promote personal relationships necessary to the performance of their official duties;
- c. tips and gratuities (in addition to those related to entertainment) to persons not employed by the United States, where such gratuities are customary in a foreign country and are necessary or desirable for the promotion of United States' national interests;
- d. purchase of flowers, wreaths and similar tokens for presentation in accordance with local custom on appropriate occasions such as weddings, births or deaths of important personages;
- e. entertainment of members and employees of the Legislative and/or Judicial Branches of the United States Government, or other American citizens who are not employees of the Federal Government, including State and local officials and business persons;
- f. hiring extra waiters, busboys or other temporary help to serve at official functions; and
- g. rental costs incurred for ceremonial dress required of staff accompanying an Ambassador in presenting his/her credentials to the head of state; rental costs incurred by Ambassadors, Deputy Chiefs of Mission and officers serving as Charge D'Affaires for formal morning dress Required by host country protocol for official ceremonial occasions. Reimbursement for rental costs of formal wear for all other occasions is prohibited.;
- h. other representational expenses which the head of agency may authorize or approve as being of a type to promote the interests of the United States.

*330 PROHIBITIONS

Representation allowances shall not be used for the following or similar purposes:

- a. hire, purchase, operation or repair of any passenger-carrying vehicle, including aircraft (31 U.S.C. 1343 and 1344);
- b. membership fees or dues in any society, club, or association (5 U.S.C. 5946);
- c. expenses of printing or engraving (44 U.S.C. 1102);

*Exception: Expenses of printing or engraving invitations to official functions may be charged to representation funds where such expenses are incurred in conformity with Government Printing and Binding Regulations. Other printing or engraving done abroad may be authorized when there exists agency authority for such printing. (e.g. Department of State authority under 22 U.S.C. 2669(a)). (eff. 5/1/05 TL:SR 650)

- d. printing of Christmas cards, or other types of greeting cards (Decisions of Comptroller General B-115132, June 17, 1953; B-122515, February 23, 1955; B-133991, November 25, 1957; B-142538, February 8, 1961; B-151167 and B-156724, November 29, 1967);
- e. compensation for cost of living, residence expenses, or for assignment under difficult environmental conditions (5 U.S.C. 5536);
- f. expenses of recreation and entertainment solely for employees of the Executive Branch of the United States Government and their families (5 U.S.C. 5536);
- g. rental of formal wear for any occasion except as provided in Section 320g.

340 PAYMENT341 Vouchers

Representation allowances may be reimbursed to an employee (including foreign national employees), to adult family members or they may be paid directly to a vendor upon presentation of appropriate vouchers for allowable expenditures (Section 320). Before certifying a voucher for payment, the authorized certifying officer shall determine that no prohibited items are included therein (Section 330) and that the voucher contains an explanation of the expenditures by employees and adult family members acting with or on their behalf as listed below:

a. Vouchers for Entertainment

- (1) type, purpose and location of function;
- (2) names and titles of American and foreign guests of honor; and
- (3) a brief description of the official business conducted when all guests are U.S. citizens as authorized in Section 320e above.

b. Vouchers for Representation other than Entertainment

- (1) occasion;
- (2) name and title of recipient or recipients; and
- (3) reason for expenditure.

342 Receipts

Evidence of expenditure will be supplied for each expenditure of \$75 or more for any single occasion. Expenditures must be supported by receipt, copy of canceled check, credit card charges, admission ticket stub or other similar physical means. For each expenditure of less than \$75 the employee's certification will be sufficient when it is impracticable to obtain a receipt.

CHAPTER 400OFFICIAL RESIDENCE EXPENSES410 DESCRIPTION411 Definitions

a. "Principal representative" means a senior official of the United States Government serving in a foreign country who has been designated by the Secretary of State as occupying a position of such importance that the Government should defray the unusual expenses incident to the operation and maintenance of his/her official residence.

b. "Official residence" means the residence designated by the head of agency for occupancy by a principal representative of an agency. The term "official residence" includes the building and grounds:

(1) purchased or leased by the Government and assigned to a principal representative;
or

(2) leased or owned by a principal representative, or by a member of his/her family, and occupied by the principal representative as his/her residence.

c. "Official residence expenses" means those unusual expenses that a principal representative is obliged to incur in the operation and maintenance of a suitable official residence. These expenses must be in excess of the usual expenses incident to the operation and maintenance of the residence he/she would occupy if he/she were serving at the post in any other capacity.

d. "Household staff" means a person employed to perform household duties at the official residence.

e. "Staff's maintenance" means the board, lodging, clothing, local transportation, medical and dental care, social security and other assessments, gratuities, burial expenses, and so forth, which are required in accordance with local law or custom to be provided by the principal representative in addition to wages. Transportation costs and necessary training described in Section 451 also are considered to be a part of staff's maintenance.

412 Scope

The defraying of official residence expenses is intended to make possible the operation and maintenance of official residences in which principal representatives can properly represent the United States abroad by extending official (as distinct from personal) hospitality to foreign dignitaries and important visitors, by receiving official deputations and callers, and by holding requisite and appropriate ceremonies smoothly and with dignity. Also, payment of official residence expenses is intended to keep the official residences staffed and in operation to the extent necessary, even during intervals between the departure of an officer because of recall, transfer, or some other reason and his/her return or the arrival of his/her successor. Payment of official residence expenses should not be considered to be a gratuity, allowance, or other emolument.

420 DESIGNATIONS421 Designation of Principal Representatives

The Secretary of State will designate the positions whose incumbents shall be considered principal representatives for the purpose of this chapter.

422 Designation of Official Residences

The head of agency shall determine which residences at a post shall be considered as official residences for occupancy by principal representatives. When a principal representative is expected to be absent from his/her post for a period in excess of 30 consecutive calendar days, the head of agency may, in addition, designate as a temporary official residence the residence of the employee acting for the principal representative.

430 OFFICIAL RESIDENCE EXPENSES DURING ABSENCE OF PRINCIPAL REPRESENTATIVE

Unusual expenses defined in Section 411c which are incurred in the following circumstances may be charged as official residence expenses in accordance with provisions of Sections 440 and 450 when pertinent:

- a. when an employee is authorized by the head of agency to occupy the official residence during the absence from the post of the principal representative; (If the head of agency determines it to be necessary for such an employee to maintain and operate another residence at the post while occupying the official residence, the "usual" and "unusual" expenses (see Sections 411c and 440) of maintaining and operating the official residence may be charged as official residence expenses.);
- b. during periods when no principal representative is assigned to an official residence. Periods of time when a principal representative is temporarily absent, including annual and home leave, do not relieve him/her from the requirements of Section 440 for the periods of the absence;
- c. when the residence of another employee who is acting for the principal representative is temporarily designated as an official residence. (See Section 422.)

440 AMOUNT OF USUAL HOUSEHOLD EXPENSES

The amount of annual usual household expenses (accounted for on an annual per calendar year basis) that must be borne personally by a principal representative regardless of rank or grade is three and one-half percent of salary. The amount of annual usual household expenses that must be borne personally by an employee serving as Chief of Mission (officer temporarily in charge of the operations of an agency at a post, or in some other similar capacity) is three and one-half percent of his/her salary plus any additional compensation that he/she may be authorized to receive while serving in such capacity. All allowances, differentials, or other additional compensation are excluded. (See definition of salary in Section 040(1).)

Usual household expenses less than three and one-half percent

Should the total annual household and maintenance expenses (including any expenses identified in Sections 451-453 not paid through other funding sources such as described in Section 450, e.g., contracts for gardening services) total less than three and one-half percent of salary, the principal representative may pay only the cost of such expenses and may not seek any reimbursement under ORE.

If the principal representative chooses not to contribute the three and one-half percent of his/her salary when ORE costs are less than the contribution, then he/she must make this option upon arrival at the post. The option "not to contribute" the three and one-half percent of salary and "not seek reimbursement" under ORE must remain in effect through the current calendar year ending December 31 and prorated for arrival and departure dates.

445 LIMITATION ON HOUSEHOLD STAFF

The head of agency is required to place a limitation on the total number of household staff that may be employed at Government expense in the official residence of a principal representative of that agency consistent with the needs of such representative.

450 ALLOWABLE EXPENDITURES

Within allotted funds, and subject to the provisions of Section 445, an official residence allotment may be charged, or reimbursement made therefrom to principal representatives, for the official residence expenses (Section 411c) described in Sections 451, 452, and 453 that exceed on an annual basis the applicable amount of usual household expenses specified in Section 440.

Where applicable, individual agency appropriations should be used to provide alternative methods of funding for some or all of the expenses identified in Sections 451, 452 and 453 (e.g., household furnishings provided by the Overseas Building Operations program). Routine maintenance and repair funds can be used for Government-owned or long-term lease properties and S&E/DCP funds for short-term lease properties (6 FAM 773.3-2b or equivalent agency regulations). Under these circumstances such expenditures will not be considered in calculating the cost of ORE.

451 Household Staff

- a. wages and maintenance of household staff;
- b. transportation of household staff between the post and alternate seat of government;
- c. transportation of household staff between the residence post and another post of assignment if the principal representative is designated as a principal representative at both posts concurrently;
- d. protocol and/or English language training when such training is reasonable and necessary.

452 Household Operation and Maintenance

- a. The rent, installation, repair, upkeep and removal of furnishings, equipment, and appliances;
- b. the purchase of services such as those required to renovate and redecorate the premises for use as an official residence;
- c. general house cleaning, dry cleaning, laundry, trash removal, and window washing;
- d. telephone, internet, satellite, cable or other available communication services.

453 Expendable Household Supplies and Small Items

- a. Purchases should be limited to no more than six months operating requirements for supplies which are normally consumed in use or lose their identity such as cleaning supplies, paper, light bulbs, linen, nails, and wire;
- b. Supplies which are of insufficient value (less than \$250) to justify maintenance of property accountability records, such as electrical equipment, kitchenware, plumbing supplies, and tools. Posts are encouraged to directly procure items for use by the official residence when feasible in order to maximize purchasing power. All items acquired with U.S. Government funds become property of the U.S. Government.

454 Prohibitions

Expenses such as the following may not be reimbursed from or charged to the official residence expenses account:

- a. Expenditures which are properly borne by representation allowance funds (such as staff overtime and extra waiters for official functions or other allowable items under Section 320);
- b. Expenditures properly borne by any other appropriations as specified by acts of Congress or by internal agency regulations;
- c. Expenditures prohibited by law;
- d. Wages and maintenance of household staff who provide a personalized service or are commonly employed by most employees at post who do not have official residence responsibilities (such as a chauffeur, personal maid, personal secretary, nursemaid, or governess);
- e. Transportation of staff for purposes other than delineated in Section 451, unless transportation is incorporated into the wage contract due to lack of available qualified personnel at the post and approved by head of the agency.

455 Payment

Official residence expenses authorized under this chapter must be accounted for on an annual calendar year basis and paid or reimbursed based on the annual amount calculated. Each agency should establish policies and procedures in order to ensure employee pays appropriate amount.

CHAPTER 500POST HARDSHIP DIFFERENTIAL510 GENERAL511 Definitions

For the purpose of this chapter:

- * a. "Post hardship differential" means the additional compensation of 5, 10, 15, 20 or 25 percent over basic compensation granted pursuant to Title II, Part D of the Overseas Differentials and Allowances Act (P.L. 86-707) and provisions of this chapter to employees (Sections 031.3 and 040i) at differential posts. (eff. 11/04/03, TL:SR 632)
- b. "Differential post" means:
 - (1) a place listed individually in Section 920 for which a hardship differential rate other than zero is shown in column 6; or
 - (2) a place which is not listed individually in Section 920, but which is located in a country or area for which a hardship differential rate other than zero is shown in column 6 of Section 920.
- c. "Detail" means detail as defined in Section 040p for a minimum of 24 consecutive hours, counted from the time of arrival at a place other than the employee's post (Section 040h) including also all periods of leave while serving at the place of detail.
- d. "Day" means each midnight, including the midnight of the 24-hour period required by c above, occurring while the employee is on detail at a differential post.

512 Scope

Hardship differential is designed to provide additional compensation to employees for service at places in foreign areas where conditions of environment differ substantially from conditions of environment in the continental United States and warrant additional compensation as a recruitment and retention incentive.

513 Basis for Hardship Differential513.1 Classification

A hardship differential is established for any place when, and only when, the place involves extraordinarily difficult living conditions, excessive physical hardship, or notably unhealthful conditions affecting the majority of employees officially stationed or detailed at that place. Living costs are not considered in differential determination.

513.2 Periodic Review

Conditions at differential posts are reviewed periodically, but at least biennially, to insure that the payment of hardship differential shall continue only during the continuance of conditions justifying such payment. As periodic reviews indicate changes in living conditions, rates of differential may increase or decrease. Gradual improvements at a post which are noted during these reviews may be insufficient to justify an immediate decrease but may accumulate to form the basis for a decrease at a later time. Such a decrease may take effect while an employee is en route to his/her post or shortly after his/her arrival. Conversely, worsening conditions at a post may result in an increase in hardship differential which would benefit an employee even though he/she had just arrived.

520 HARDSHIP DIFFERENTIAL GRANTS

Employees (Sections 031.3 and 040i) are hereby granted hardship differentials in accordance with the provisions of this chapter.

530 HARDSHIP DIFFERENTIAL APPLICABLE TO POST (eff. 11/04/03, TL:SR 632)531 Commencement531.1 Newly Appointed or Transferred Employees

The hardship differential prescribed for an employee's post shall commence as of the latest of the following dates:

- a. date of employee's arrival at a new post;
- b. date of entrance on duty, if the employee was recruited locally (Section 031.3);
- c. effective date of assignment, if employee is already at the new post on detail or leave;
- d. the effective date on which a post is classified for differential at a rate higher than zero.

531.2 Upon Return to Post

The hardship differential to an employee whose differential was terminated during a period of absence shall commence as of the date of his/her return to his/her differential post.

532 Termination

The hardship differential shall terminate as of the close of business on the earliest of the following dates:

- a. date the employee commences travel under orders for:
 - (1) transfer, including transfer combined with leave or detail;
 - (2) travel to the United States;

Exceptions:

Hardship differential may continue when the primary purpose of the travel to the U.S. is for detail or medical evacuation and an eligible family member remains at the post in both instances.

*Hardship differential may continue during "Family Visitation Travel" from a hostile area to the United States as described in 3 section 3735.1 of the Foreign Affairs Manual (State) or equivalent agency regulations.; (eff. 5/1/05 TL:SR 650)

Hardship differential may continue when an employee assigned to a footnote "n" post is in the United States for up to 30 days; (eff. 11/4/03; published TL:SR 632)

- (3) emergency evacuation;
- (4) separation (Section 040r);
- b. date the employee departs the post for any period of leave (including Rest and Recuperation leave) in the United States. However, if leave is taken in a foreign area enroute to the United States, hardship differential shall cease as of the date of arrival in the United States;

Exception: Hardship differential may continue when an employee assigned to a footnote "n" post is in the United States for up to 30 days; (eff. 11/4/03; published TL:SR 632)
- c. forty-second consecutive calendar day of the employees temporary absence from the post;
- d. day immediately preceding the effective day of transfer, if during the first 42 consecutive calendar days absence from his/her post the employee is on detail or leave at the place to which transferred;
- e. date of first departure of other employees from his/her post under emergency evacuation orders if the employee is already on detail or leave away from post;
- f. date the employee departs his/her post for leave or detail during period when the post is in an emergency evacuation situation;
- g. date of separation.

533 Continuation of Hardship Differential During Absence from Post* From Foreign Hardship Differential Post (eff. 10/23/03; published TL:SR 631)

- a. The hardship differential for an employee on detail to another differential post may continue at the rate prescribed for his/her post for the first 42 consecutive calendar days of his/her temporary absence from the post except as otherwise provided in Sections 532 and 552.
- b. Beginning on the 43rd day the employee on detail from the hardship differential post shall receive the hardship differential prescribed for the post where he/she is detailed (see exception for footnote 'n' posts Section 541a).

* From the US or Other Non-Differential Posts (eff. 10/23/03; published TL:SR 631)

- c. Hardship differential will not be paid for any periods of travel in the US including official travel of fourteen days or less unless the detail is to a footnote 'n' post (see Section 541a).
- d. Employees on detail to footnote 'n' posts may continue to receive the hardship differential payment for up to 30 consecutive days of leave. Leave from a footnote 'n' post of more than 30 days will cause the differential payments to terminate on the 31st day of leave.

540 HARDSHIP DIFFERENTIAL ON DETAIL FROM THE US OR OTHER POSTS* 541 Eligibility Requirement (eff. 10/23/03; published TL:SR 631)

To become eligible for hardship differential other than that provided in Section 533 while the employee is absent from the post on detail, he/she must have served, during any one period of absence, 42 days (Section 511d) on detail at one or more differential posts or places designated for non-foreign area differential (not places designated for non-foreign area cost-of-living allowance) by the Office of Personnel Management in Part 591 of Title 5 of the Code of Federal Regulations. Once the initial eligibility period has been acquired, the hardship differential prescribed for the post may commence beginning on the 43rd day. After the initial eligibility period has been obtained, the service at the detail post(s) is deemed uninterrupted by travel of the employee to the United States, when such travel is for the convenience of the Government and does not exceed fourteen consecutive days.

* Exceptions: (eff. 10/23/03; published TL:SR 631)Detail at Posts with danger pay, widespread warfare US troop Involvement

- a. An employee who serves for a period of 42 consecutive days or more on detail at a hardship differential post (DSSR 511c) where there is widespread warfare, U.S. combat troop involvement in hostilities, and has a danger pay designation may be granted the hardship differential at the prescribed rate for the number of days served, beginning the first day of detail. See DSSR 920, footnote "n". The hardship differential eligibility shall continue during periods of leave and other absences from the footnote "n" posts, including travel to the U.S for 30 days or less. Leave of 30 days or less will not interrupt the hardship differential for either eligibility or payment purposes.
- b. An employee on leave from a footnote 'n' post for more than 30 days will be required to meet the 42-day eligibility requirement on return to a hardship differential post.

542 Applicable Rates

After acquiring eligibility as described in Section 541, the hardship differential for subsequent days of detail at differential posts during that period of absence shall be granted at the rate prescribed for each such differential post. This section shall also apply to an employee who has no post. Note: Hardship Differential is paid only for hours for which basic compensation is paid.

550 PAYMENTS551 Full Time and Temporary Employees

Payments of hardship differential to full time employees and employees appointed for temporary periods (Sections 031.3 and 031.4) shall be at the percentage of basic compensation prescribed in Section 920.

* 552 Ceiling on Payments

These regulations do not impose any ceiling on the payment of hardship differentials. Agencies should note that hardship differential plus salary plus other benefits are subject to statutory pay caps, such as the aggregate pay pay. (eff.1/23/05)

* 553 Payment After Absence (eff. 10/23/03, TL:SR 631)

Payment of hardship differential following a period of absence from the post may be made after the employee's return to post or arrival at a new post. The head of agency may require the employee to submit a certified statement showing the dates and time of arrival at, and departure from, each place on his/her itinerary.

560 Exclusion of Differential for Step Pay Increases

Payment of differential shall not be construed as an equivalent increase in compensation for purposes of within-grade step increases in basic compensation.

CHAPTER 600PAYMENTS DURING AN ORDERED/AUTHORIZED DEPARTUREDEPARTMENTAL REGULATIONS

(These regulations are prescribed by the Secretary of State for adoption by departments in the Executive Branch of the Federal Government. See Section 640.)

600 GENERAL

610 Definitions

As used in these regulations, the following terms are defined as follows:

- a. "Adult EFM" for the purposes of this chapter includes the employee's spouse and any of the relatives defined in Sections 040m as family members who are 21 years of age or older.
- b. "Advance payment" means the monetary amount payable to an employee ordered/authorized to depart or his/her designated representative in advance of the date on which the employee would otherwise be entitled to be paid.
- c. "Day" means calendar day except when otherwise specified.
- d. "Department" means any department of the Government of the United States of America, any agency or independent establishment in the executive branch of the Government, and any corporation in the executive branch wholly owned or controlled by the Government.
- e. "Dependent" means a member of the employee's family as defined in Section 040m of the Standardized Regulations (Government Civilians, Foreign Areas). Special factors include:
 - (1) neither member of an assigned career or probationary career married working (tandem) couple should be forced to be evacuated in dependent status. However, a career or probationary career employee in leave without pay status (LWOP) may be ordered/authorized to depart as a dependent;
 - (2) locally hired dependent employees should be evacuated or authorized to depart as dependents unless the Chief of Mission decides the position is essential, and the Department of State concurs in the decision.
- f. "Designated representative" means a person 18 years of age or over who is named by an employee for the purpose of caring for, escorting, or receiving monetary payments on behalf of a dependent.
- g. "Evacuation" means the authorized or ordered departure of an employee or dependent(s), or any of the circumstances outlined in Section 610j herein. The terms "evacuated" and "ordered/authorized to depart" are used interchangeably in these regulations.
- h. "Evacuation order" means either an oral or written communication which authorizes or orders the departure from the post of assignment.
- i. "Evacuation payment" or "evacuation/departure payment" means a monetary amount payable to an employee, his/her EFMs, or designated representative during a period of ordered evacuation or authorized departure.
- j. "Evacuee" means an employee or dependent who, because of military or other reasons in the national interest which create imminent danger to the life of the employee or dependents;
 - (1) has departed post of assignment under authorized or ordered departure status; or
 - (2) is ordered or authorized to depart post but cannot leave the post because of reasons beyond the control of the employee; and, in the case of an employee, is prevented by circumstances beyond the control of the employee and beyond the control of the Government from performing position duties; or
 - (3) is prevented from returning to the post while temporarily absent from post but otherwise intended to do so.

k. "Monetary amount" is the net amount of compensation including any allowances or post differential due an employee after making all deductions authorized by law, such as retirement or social security deductions, authorized allotments, Federal withholding tax, and others, when applicable.

*1. "Safehaven" as used in this chapter means: (1) a location or place officially designated by the Secretary of State to which an employee and/or dependents will be ordered or authorized to depart; or (2) an alternate safehaven is a safehaven approved by the Secretary of State under individual circumstances when in the interests of the U.S. Government.(eff. 9/21/03)

Evacuees at a safehaven are not entitled to diplomatic courtesies, immunities, services and privileges accorded to the official American diplomatic community assigned to the safehaven. (Also see Section 631a(1).)

m. Subsistence expense allowance (SEA) means the daily monetary amount payable to assist in offsetting direct added subsistence expenses of evacuees.

n. Special allowance means an additional allowance to offset the direct added expenses incident to an ordered/authorized departure.

611 Description

611.1 Purpose

These regulations govern the authority and procedures for paying employees who are evacuated from assigned posts of duty, and for paying their dependents who are evacuated, for military or other reasons which create imminent danger to the life of the employees or their dependents or which otherwise are in the national interest.

611.2 Authority

These regulations are issued under the authority contained in 5 U.S.C. 5521-5527 (The Act of September 26, 1961 (P.L. 87-304, 75 Stat. 662)) as amended by the Foreign Service Act of 1980 (P.L. 96-495) and Executive Order 10982 issued December 25, 1961.

611.3 Scope

These regulations cover the authority for an advance of pay following an ordered/authorized departure, continuation of salary and allowance payments during the period of ordered/authorized departure, and special allowances to partially offset certain direct added expenses incurred as a result.

612 Coverage

612.1 Employees Covered

These regulations apply to: (1) civilian employees of the United States Government who are United States citizens or are United States nationals, except as provided in Section 612.3, and (2) when and to the extent determined by the Secretary of State, third country nationals, i.e., civilian employees who are not citizens or nationals of the United States and who are not citizens or nationals of the country in which the evacuated post is located. Third country national employees and/or dependents may be considered for evacuation travel to their country of origin, point of hire, or designated foreign or U.S. safehaven if this is in the interest of the U.S. Government.

612.2 Locations

These regulations apply to evacuations from, or within, any area situated outside: (1) the United States; (2) the Commonwealths of Puerto Rico and the Northern Mariana Islands, and (3) any territory or possession of the United States.

612.3 Locally Employed American Citizens Not Covered

These regulations do not apply to: (1) local United States citizens who do not have official U.S. Government employment, including but not limited to Americans with private business or organizations, teachers recruited by local American-supported schools, Fulbright grantees, and individuals with contracts to work for the foreign host government; or (2) locally hired American citizens who work for the U.S. Government but who do not have an agreement for return transportation to the United States at Government expense.

613 Entitlement

a. Employees and their dependents shall be entitled to be paid only if they meet the requirements of these regulations. Entitlement to payment shall cease on the date when the employee is determined to be covered by the Missing Persons Act (50 App U.S.C. 1001 et seq.), unless payment is earlier terminated under these regulations or unless determined otherwise by the Secretary of State.

b. Benefits for uniformed military personnel and dependents are covered in the DOD Joint Travel Regulations.

614 Designation of Authorized Safehaven

a. An official safehaven will be designated by the Secretary of State as far in advance of any actual or possible evacuation as practicable. Employees and their dependents are expected to travel to this safehaven if an evacuation is ordered. (See Sections 631-633 for commencement and payment of special allowances.)

b. When there is insufficient time for a written evacuation order due to the nature of the danger, the Secretary of State must be notified as soon as possible of the conditions that warrant the order so that an appropriate safehaven may be authorized and payment of special allowances approved.

*c. An alternate safehaven may be approved by the Secretary of State under individual circumstances when in the interests of the U.S. Government and shall be effective no earlier than the date of request for an alternate safehaven.(eff. 9/21/03)

615 ADVANCE PAYMENTS**616 Eligibility**

An employee may be paid in advance of the normal pay day when, in the opinion of the authorizing officer, payment is required to help defray the immediate expenses incident to an evacuation of an employee and/or dependents.

617 Amount of Advance Payment

The advance payment shall be based on the rate of compensation including any allowances or post differential to which an employee was entitled immediately prior to the issuance of the evacuation order. The amount of the advance payment is the monetary amount covering a period not to exceed 30 days or a lesser number of days as determined appropriate by the authorizing officer.

617.1 Computation of Advance Payment

(a) For full time and regular part time employees, the amount of advance payment shall be computed on the basis of the number of regularly scheduled workdays that will occur during the period as determined under Section 617.

(b) For intermittent employees, the amount of advance payment shall be computed on the basis of the number of days on which the employee would be expected to work during the period as determined under Section 617. The number of days shall be determined whenever possible by approximating the number of days per week normally worked by the employee during an average six-week period.

617.2 Payment

(a) The advance payment may be paid to the employee or a designated representative. Payments to anyone other than the employee should be made only pursuant to prior written authorization by the employee, wherever possible. Where circumstances do not permit prior written authorization, the payment may be made and the employee should then confirm such payment by preparation and submission to the safehaven post, or appropriate management office, of an allotment or assignment of pay form, immediately following departure of dependents. If the employee is evacuated or authorized to depart, submission will be upon arrival at the safehaven post.

(b) The advance payment may be made at any time after the evacuation order is given, but not later than the expiration of 30 days after the evacuation has been effected.

617.3 Payment Procedures

Payment of an advance payment and any required adjustment thereof will be made in accordance with procedures approved by the head of agency.

618 Recovery

618.1 General Requirements

After an employee's account is reviewed as required by Section 638 of these regulations, and if it is found that the employee is indebted for any part of an advance payment made, recovery of the indebtedness will be effected by the payroll office having jurisdiction over the employee's account unless a waiver of recovery has been approved. Repayment of the indebtedness shall be made either in full or in partial payments as agreed upon by the payroll officer and the employee.

618.2 Waiver of Recovery

Recovery of indebtedness for an advance payment shall not be required when it is determined by the head of agency that the recovery would be against equity and good conscience or against the public interest in accordance with agency procedures.

619 Not currently used

620 CONTINUATION OF SALARY AND ALLOWANCE PAYMENTS

621 Computation

621.1 Family Ordered/authorized to Depart - Employee Remains at Post

(a) Post Allowance

After departure of all members of an employee's family from the post, pursuant to an evacuation order, the post allowance shall be reduced to the "employee without family" rate.

(b) Temporary Quarters Subsistence Allowance

If early return of the employee's family to the post is anticipated, the temporary quarters subsistence allowance may be continued at the rate prescribed in Sections 120 and 925 of the Standardized Regulations (Government Civilians, Foreign Areas).

(c) Living Quarters Allowance

The living quarters allowance may be continued at the "with family" rate for a period not to exceed six months.

(d) Education Allowance

(1) "School at post" education allowances shall be terminated without financial penalty to the employee in accordance with appropriate provisions governing education allowances in the Standardized Regulations (Government Civilians, Foreign Areas). (See Section 274.22) However, if there is an internet classroom set up with the school at post, expenses incurred by the employee/parent at the safehaven location associated with the internet classroom the child is participating in may be reimbursed under the current year "school at post" education allowance maximum. These expenses may include what the school at post may charge for this service and connectivity charges in the U.S. for internet classroom-related activities the child is participating in.

(2) "School away from Post" education allowance may continue until the end of the school year for children attending "school away from post" outside the U.S.

(3) "School at safehaven", see Section 633 for special education allowance.

(e) Educational Travel

When a dependent is at a school in the United States utilizing educational travel benefits under Section 280, the official safehaven location displaces the post as the travel destination. (See Section 633.4.)

621.2 Employee and Family Ordered/authorized To Depart

(a) Post Allowance

The post allowance shall be terminated as of the close of business of the day of departure from the post.

(b) Temporary Quarters Subsistence Allowance

The temporary quarters subsistence allowance shall be terminated as of the close of business of the day of departure from the post.

(c) Living Quarters Allowance

Payment of the living quarters allowance shall be terminated as of the close of business of the day of the employee's departure from the post, unless the employee is required to maintain and pay for quarters at the post or unless lease termination is impossible or impracticable.

(d) Education Allowance

(1) "School at post" education allowances shall terminate without financial penalty to the employee in accordance with appropriate provisions governing education allowances in the Standardized Regulations (Government Civilians, Foreign Areas). (See Section 274.22.) However, if there is an internet classroom set up with the school at post, expenses incurred by the employee/parent at the safehaven location associated with the internet classroom the child is participating in may be reimbursed under the current year "school at post" education allowance maximum. These expenses may include what the school at post may charge for this service and connectivity charges in the U.S. for internet classroom-related activities the child is participating in.

(2) "School away from post" education allowances. (See Section 633.)

(e) Educational Travel

When a dependent is at a school in the United States utilizing educational travel benefits under Section 280, the official safehaven location displaces the post as the travel destination. (See Section 633.4.)

(f) Post Differential and Danger Pay

When the employee departs post pursuant to ordered or authorized departure, payment of post differential and danger pay shall terminate in accordance with applicable provisions of the Standardized Regulations (Government Civilians, Foreign Areas) (see Section 532 and Section 654.2 respectively). Subsequent eligibility for these benefits to an evacuated employee at the safehaven post or other temporary duty stations shall be governed by the provisions of the Standardized Regulations (Government Civilians, Foreign Areas) dealing with payment of these benefits on detail. (See Sections 540 and 655.)

622 Payment

Insofar as practicable, payments shall be paid on the employee's regular pay days, computed as follows:

- a. For full time and regular part time employees, the amount of the payment shall be computed on the basis of the employee's regularly scheduled workweek.
- b. For intermittent employees, the amount of the payment shall be computed, whenever possible, by approximating the number of days per week normally worked by the employee during an average six-week period.
- c. Payment and any required adjustment will be made in accordance with procedures approved by the head of agency. Payments may be paid to the employee, an adult dependent, or a designated representative. Payments to anyone other than the employee should be made only pursuant to prior written authorization by the employee, wherever possible. Where circumstances do not permit prior written authorization, the payment may be made and the employee should then confirm such payment by preparation and submission to the safehaven post of an allotment or assignment of pay form, immediately following departure of dependents or, if the employee is also evacuated, upon arrival at the safehaven post.
- d. When an advance payment has been made under Section 615, no part of the advance will be offset against salary and allowance payments (Section 620) so long as the evacuation order remains in effect. (See Sections 618 and 638 for reconciling employee accounts.)

623 Termination

The authority for allowance payments under Section 620 shall cease as of the earliest of the following dates:

- a. the date the evacuated/departed employee commences travel under an assignment order to another duty station outside the evacuation area;
- b. the effective date of transfer when the employee is already at the post to which transferred;
- c. the date of separation;
- d. the date specified by the head of agency;
- e. the date specified by the Secretary of State;
- f. 180 days after the evacuation order is issued; or
- g. the date the evacuee commences return travel to post.

624 Agency Report Requirements

When an evacuation is ordered or authorized, a report will immediately be submitted to the head of agency who will forward a copy to the Department of State. The report will contain the following information:

- a. names of evacuated employees;
- b. names of evacuated dependents (indicating, where appropriate, designated representatives);
- c. feasibility of officially reassigning evacuated employees to other positions;
- d. number and kinds of evacuated employees needed to reactivate the post; and
- e. any other facts or circumstances which may aid in determining whether evacuation payments are necessary beyond the first 60 days of the period of evacuation.

A similar report will be made after the expiration of 45 days of evacuation. Upon receipt of this report, a determination will be made as to the number of evacuated employees who will be required to be retained as the civilian staff available for the performance of duty and for whom evacuation payments may be continued beyond the first 60 days of the period of evacuation. As soon as this determination is made, the post will be instructed as to the number of evacuated employees who may continue to receive evacuation payments and the duration of the period for which such payments will continue. When the extension thus granted is less than 120 additional days, and the evacuation lasts beyond the approved period for continuation of the evacuation payments, approval for continuation of evacuation payments up to the full 120 additional days must be secured from the head of agency.

625 Work Assignments for Evacuated Employees

625.1 Evacuated employees at safehaven posts may be assigned to perform any work considered as necessary or required to be performed during the period of the evacuation without regard to the grades or titles of the employees.

625.2 Failure or refusal to perform assigned work may be a basis for terminating further evacuation payments and/or taking disciplinary action.

625.3 When part time employees, either regular or intermittent, are given assigned work at the safehaven post, records of the number of hours worked will be maintained so that payment may be made for any hours of work which are greater than the number of hours on which payments under Section 620 are made.

630 SPECIAL ALLOWANCES (eff. 9/21/03)

To help offset direct added expenses which are incurred by the evacuee as a result of an evacuation order, special allowances are provided for certain travel, subsistence, and special education expenses. The allowances are not intended to fully reimburse the employee for the direct added expense incurred. The employee continues to be responsible for normal family living expenses. Only one departure is permitted an evacuee during any one evacuation period. In determining the direct added expenses which may be payable as special allowances under these regulations, an agency determination shall be made for the evacuation considering the following items as the maximum amounts allowable:

631 Travel Expense Allowances

The travel reimbursement for evacuees shall be determined in accordance with the rates of per diem for travel in foreign areas contained in the Standardized Regulations (Government Civilians, Foreign Areas), the Federal Travel Regulation or other pertinent agency travel regulations. Travel per diem is authorized for dependents of an employee ordered/authorized to depart at a rate which is equal to the rate payable to the employee (except that the rate for dependents under 12 years of age shall be one-half this rate). Travel per diem for the employee and dependents will be payable from the date of departure from the evacuated post through the date of arrival at the safehaven, including any periods of delay enroute beyond the evacuee's control which may result from travel arrangements.

a. Special Safehaven Travel Considerations*(1) From Post to Family Safehaven Locations (eff. 9/21/03)

When the U.S. is the officially designated safehaven, ordered/authorized departure travel of all eligible family members may be permitted to any place in the U.S. even though the employee is authorized travel only to Washington, D.C. or other U.S. duty station. Families earlier ordered or authorized to depart to the U.S. or to an authorized foreign safehaven (see Sections 610.1 and 614) at Government expense, may be permitted to rejoin an employee subsequently ordered or authorized to depart to a duty station in the U.S. However, to and from an alternate safehaven outside the U.S., travel expenses may be reimbursed only on a cost constructive basis calculated from the evacuated post to the U.S. duty station.

(2) From Outside Point to Safehaven

When an evacuee is away from a post on official travel (home leave orders, R&R, family visitation travel, emergency visitation travel, temporary duty) at the time of an evacuation order, travel expenses may be paid to the safehaven location from the employee/dependent's location.

When an employee and/or dependents are away from a post on personal travel when an evacuation order is issued, travel to the safehaven location is on a cost constructive basis, not to exceed cost of travel from the evacuated post to the safehaven location.

Upon arrival at the safehaven location, SEA payments under Section 632 are applicable.

(3) Air Freight Allowance and Air Freight Replacement Allowance

An air freight allowance for unaccompanied air baggage (UAB) may be authorized for both ordered/authorized departure from and return to post trips (in accordance with pertinent agency travel regulations). In lieu of an air freight allowance from post, an air freight replacement allowance may be granted to help defray costs of items normally part of the authorized air freight shipment which must be purchased. The flat amounts are as follow: First evacuee without family: \$250; First evacuee with one family member: \$450; or First evacuee with two or more family members: \$600. No receipts are required for this allowance. Note: Even when the air freight replacement allowance is granted from post, evacuees will still be eligible for an air freight allowance when/if they return to post.

(4) Third Country Nationals

On a case by case basis, as determined by the head of agency, third country national employees and/or their dependents may be considered for evacuation travel to their country of origin or point of hire rather than to other designated foreign or U.S. safehavens, if this is in the interest of the U.S. Government and approved by the Secretary of State.

*b. Household Effects, Privately Owned Vehicle (POV) and Transportation Allowance (eff. 9/21/03)

Access to, delivery and return to storage of household effects for evacuees is at personal expense, not Government expense. Shipment of POV is not authorized at U.S. Government expense. In the absence of a POV at the safehaven location, a transportation allowance to assist with unexpected local transportation costs may be paid in the amount of \$25 per day, regardless of family size. The transportation allowance may be paid from the first day following arrival at the safehaven location. Receipts are not required.

632 Subsistence Expense Allowance (SEA)

Unless otherwise directed by the Secretary of State, a subsistence expense allowance for an evacuee shall be determined and paid in accordance with the provisions herein. Payment shall commence as of the date following arrival of the evacuee at an authorized safehaven location and may continue for not more than 180 days or when terminated under these regulations, whichever occurs first. Authorization to make payments ceases on the 181st day after the evacuation order is issued. Any subsequent order issued after the 180th day will constitute a separate order, will start a separate 180 day period, and will apply only to evacuees departing under that order. (See Section 631 for Air Freight Replacement Allowance and Transportation Allowance. See Section 960 for the Evacuation Payments Worksheet.)

*632.1 Daily Amounts Authorized

(a) From the day following arrival at the safehaven location the first evacuee and additional family members will be reimbursed according to either a commercial or non-commercial rate. The commercial rate requires a receipt for lodging in a hotel, motel, commercially leased house or apartment, or other transient-type commercial establishment. The non-commercial rate will apply for days when a receipt for a commercial establishment is not received. On the 31st day at the safehaven location the rate of reimbursement will be reduced to the 31st through 180th day calculation listed for the rate (commercial or non-commercial) the family chooses for each of the remaining days in evacuation status. The employee may always be treated as the "first evacuee" if evacuated, even if evacuated subsequently to the other family member(s). There can only be one "first evacuee" at any given time, except as provided under Section 632.4(b) ("Tandem Couples").

Per diem rates may be accessed on the internet at the following locations:

*For the Conterminous/Continental U.S. (CONUS): 48 contiguous states and the District of Columbia:

http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA_BAS
IC (eff. 5/15/05 TL:SR 650)

For non-foreign areas (Alaska, Hawaii, Commonwealth of Puerto Rico, Commonwealth of the Northern Mariana Islands and territories and possessions of the United States):
<http://www.dtic.mil/perdiem/pdrates.html>

For foreign areas: <http://www.state.gov/m/a/als/prdm/>

(b) Commercial rate

(1) The per day amounts allowed for days 1 through 30 following arrival at the safehaven location are:

For the first evacuee:

Up to 100 percent (or up to 150 percent for special family compositions listed below) of the lodging portion of the safehaven per diem rate (receipt required) plus a flat amount (no receipts required) equal to 100 percent of the meal and incidental expense (M&IE) portion of the safehaven per diem rate. If the first evacuee cannot get an exemption from paying the tax on commercial lodging in the continental U.S. or non-foreign area (see listings at 632.1a), he/she may be reimbursed for the tax in addition to the amount allowed for the lodging portion.

Special Family Compositions

- (a) First Evacuee plus one (non-spouse eligible family member, age 18 and older)
- (b) First Evacuee plus one (non-spouse eligible family member of opposite gender, age 12 and over)
- (c) First Evacuee plus two (one non-spouse eligible family member, age 18 and older; or one non-spouse eligible family member, opposite gender, age 12 and over)
- (d) First Evacuee plus three (one non-spouse eligible family member, age 12 and over)
- (e) First Evacuee plus four or more family members

*Note: For special family compositions not addressed by (a) through (e) above, submit requests for consideration through appropriate agency channels to the Director, Office of Allowances (A/OPR/ALS), U. S. Department of State, Washington, D.C. 20522-0103. (eff. 5/15/05 TL:SR 650)

For each additional evacuee age 18 and over:

A flat amount equal to 100 percent of the meal and incidental expense (M&IE) portion of the safehaven per diem rate.

For each additional evacuee under age 18:

A flat amount equal to 50 percent of the meal and incidental expense (M&IE) portion of the safehaven per diem rate.

Example 1: Commercial Rate

Per day amounts for days 1 through 30 commencing from the day following arrival at safehaven.

Safehaven Per Diem = \$ 200 (Lodging Portion \$150; M&IE \$50). Family consists of Employee, Spouse, Children ages 6, 12 and 18. Note: Special Family Composition (e) applies.

First Evacuee: Lodging up to \$225; M&IE \$50
Spouse: \$50
Children 6 & 12: \$25; \$25
Child 18: \$50

Lodging reimbursed for actual expenses up to maximum of \$225. Commercial lodging receipt required. M&IE portions are flat amounts and receipts are not required. Lodging taxes may be reimbursed in addition to these amounts.

(2) The per day amounts allowed from the 31st day following arrival at the safehaven location through the end of the evacuation are:

For the first evacuee:

Up to 100 percent (or up to 150 percent for special family compositions listed above) of the lodging portion of the safehaven per diem rate (receipt required) plus a flat amount (no receipts required) equal to 80 percent of the meal and incidental expense (M&IE) portion of the safehaven per diem rate. If the first evacuee cannot get an exemption from paying the tax on commercial lodging in the continental U.S. or non-foreign area (see listings at 632.1a), he/she may be reimbursed for the tax in addition to the amount allowed for the lodging portion.

For each additional evacuee age 18 and over:

A flat amount equal to 80 percent of the meal and incidental expense (M&IE) portion of the safehaven per diem rate.

For each additional evacuee under age 18:

A flat amount equal to 40 percent of the meal and incidental expense (M&IE) portion of the safehaven per diem rate.

Example 2: Commercial Rate

Per day amounts for days 31 through end of evacuation - not to exceed a total of 180 days.

Safehaven Per Diem = \$ 200 (Lodging Portion \$150; M&IE \$50). Family consists of Employee, Spouse, Children ages 6, 12 and 18. Note: Special Family Composition (e) applies.

First Evacuee: Lodging up to \$225; M&IE \$40.00
Spouse: \$40.00
Children 6 & 12: \$20.00; \$20.00
Child 18: \$40.00

Lodging reimbursed for actual expenses up to maximum of \$225 per day. Commercial lodging receipt required. M&IE portions are flat amounts and receipts are not required. Lodging taxes may be reimbursed in addition to these amounts.

(3) For lease coverage see Section 632.4(c).

(c) Non-Commercial Rate

(1) The per day amounts allowed for days 1 through 30 commencing from the day following arrival at the safehaven location are:

For the first evacuee:

A flat amount of 10 percent of the lodging portion of the safehaven per diem rate (no receipts required) plus a flat amount (no receipts required) equal to 100 percent of the meal and incidental expense (M&IE) portion of the safehaven per diem rate.

For each additional evacuee age 18 and over:

A flat amount equal to 100 percent of the meal and incidental expense (M&IE) portion of the safehaven per diem rate.

For each additional evacuee under age 18:

A flat amount equal to 50 percent of the meal and incidental expense (M&IE) portion of the safehaven per diem rate.

Example 1: Non-Commercial Rate

Per day amounts for days 1 through 30 commencing from the day following arrival at safehaven.

Safehaven Per Diem = \$200 (Lodging Portion \$150; M&IE \$50). Family consists of a tandem couple (both employees eligible for "first evacuee" rates) with two children ages 3 and 13.

First Evacuee: Flat amount \$15; M&IE \$50

First Evacuee: Flat amount \$15; M&IE \$50

Children 3 and 13: \$25; \$25

Receipts are not required for any of these amounts.

(2) The per day amounts allowed from the 31st day following arrival at the safehaven location through the end of the evacuation are:

For the first evacuee:

A flat amount (no receipts required) equal to 80 percent of the meal and incidental expense (M&IE) portion of the safehaven per diem rate.

For each additional evacuee age 18 and over:

A flat amount equal to 80 percent of the meal and incidental expense (M&IE) portion of the safehaven per diem rate.

For each additional evacuee under age 18:

A flat amount equal to 40 percent of the meal and incidental expense (M&IE) portion of the safehaven per diem rate.

Example 2: Non-Commercial Rate

Per day amounts for days 31 through end of evacuation - not to exceed a total of 180 days.

Safehaven Per Diem = \$200 (Lodging Portion \$150; M&IE \$50). Family consists of a tandem couple (both employees eligible for "first evacuee" rates) with two children ages 3 and 13

First evacuee: M&IE \$40.00

First evacuee: M&IE \$40.00

Children 3 and 13: \$20.00; \$20.00

Receipts are not required for any of these amounts.

632.2 Foreign Area Safehaven

(a) When a foreign area is the officially designated safehaven, the subsistence expense allowance will be based on the per diem rate of the designated foreign area under the same payment guidelines of Section 632.1.

(b) When an evacuee goes to an approved alternate safehaven the subsistence expense allowance will be based on the lower of the following per diem rates using the same payment guidelines in Section 632.1: (1) the locality to which evacuated, (2) the rate applicable to the official safehaven (whether U.S. or foreign) or (3) the standard CONUS rate.

632.3 Actual Payment

The daily rate of the subsistence expense allowance actually paid shall be either the maximum rate as determined above, or a lower rate if, in the judgment of the authorizing officer, such lower rate would be more in keeping with necessary living expenses.

632.4 Special Rules for Subsistence Expense Allowance**(a) During Annual Leave, Sick Leave, Home Leave, Leave Without Pay**

Upon completion of authorized leave, an employee who is away from post on annual leave (including R&R) or home leave when an evacuation is approved should immediately notify post of an intention to return to work status in order to become eligible for the SEA at the designated safehaven. The employee then returns to post immediately or receives authorization to report to the official safehaven or to a temporary duty station. Dependents become eligible for SEA upon their arrival at the authorized safehaven following the employee's commencement of official travel to the duty station. SEA is not paid to any evacuee authorized travel per diem (see Section 634).

Neither an employee nor dependent in R&R or home leave status is eligible for SEA. SEA payments continue for dependents previously ordered/authorized to depart who are joined by an employee on R&R or home leave, but no additional travel for the dependents is authorized at U.S. Government expense.

SEA shall continue to evacuees otherwise eligible while an employee in ordered/authorized departure status takes annual or sick leave.

An employee in leave without pay (LWOP) status is not eligible for SEA unless evacuated as a dependent.

(b) Tandem Couples

Tandem couple employees should each receive up to the first evacuee rate of subsistence expense. (See Section 610e(1).)

(c) Lease Coverage

If an employee or designee signs a lease for lodging at the safehaven and is ordered to return to post, a waiver of the refund due the Government on an advance or reimbursement of expenses incurred should be authorized for the unexpired period of the lease up to 30 days at not to exceed the lodging portion of the safehaven per diem rate [plus applicable tax if an exemption cannot be obtained on commercial lodging in the continental U.S. or non-foreign area (see listings at 632.1a)].

633 Special Education Allowance

Unless otherwise directed by the Secretary of State, a special education allowance may be paid on behalf of children evacuated to the official safehaven as follows:

***633.1 Official Safehaven in Foreign Area (Eff. 10/02/05)**

- (a) at the annual rate of the "school at post" education allowance indicated for the safehaven post;
- (b) at the "school away from post" rate either of the evacuated post or of the safehaven post, at the discretion of the authorizing officer, if children are sent away from the safehaven post to schools necessitating boarding. In this case the subsistence expense allowance ceases for that child until the end of the grant year. Subsistence expense is payable for such students only during the school break between grant years. The official safehaven location displaces the evacuated post as the travel destination.

633.2 Official Safehaven in U.S.

Normally education allowances are not payable on behalf of children evacuated from a post in a foreign area to safehaven in the United States if accompanied by a parent, as public schools are available to all residents in the United States. However, if prior to evacuation, a child was attending school in the United States utilizing the "away from post" education allowance, the rate authorized for the evacuated post may continue for the remainder of the school year. There is no entitlement to subsistence expense allowance for children on "away from post" education allowance. See Section 621.1(d)(1) and 621.2(d)(1) for reimbursement under "school at post" education allowance for internet classroom expenses associated with school at post incurred at the safehaven.

633.3 Alternate Approved Foreign Safehaven

No special education allowance is authorized at an alternate safehaven.

633.4 Child Eligible for Educational Travel at the Time of Evacuation

Educational travel eligibility rules continue to be applied as provided in Section 280, except that the official safehaven displaces the post as the travel destination from school. While the child is temporarily at the safehaven location, SEA payments may be made consistent with Section 632. While the child is at the school there are no SEA payments.

*633.5 Child Eligible for Special Needs Allowance at the Time of Evacuation (eff. 9/21/03)

If a child already qualifies for and is receiving the special needs allowance overseas and that child has no valid, legal Individual Education Plan (IEP) acceptable to U.S. public schools at the safehaven location for receipt of special education services then the special education allowance may continue to be paid during the evacuation until such time as the public school begins to provide special services. See 271m, 276.2, and 276.8. These expenses may be reimbursed under the current year "school at post" and "special needs" education allowance maximum and may include those items listed in 276.8c. from school. While the child is temporarily at the safehaven location,

634 Suspension of SEA Payments

Payment of the subsistence expense allowance provided under Section 632 shall be suspended in the applicable per-person amount for any period during which the employee or dependents are authorized the travel expense allowance under Section 631, travel per diem, or educational travel under Section 280. If SEA payments are temporarily suspended for the first evacuee, one family member also receiving SEA becomes the first evacuee and thus receives the higher SEA payment.

635 Termination

Entitlement to special allowance payments during an evacuation shall cease as of the earliest of the following dates (an appropriate grace period necessary to arrange return to post may be authorized, normally not to exceed ten days, provided it is justified on the employee's travel voucher and provided the 180 day limit is not exceeded):

- (a) the date the evacuated employee commences travel under an assignment order to another duty station outside the evacuation area;
- (b) the effective date of transfer when the employee is already at the post to which transferred;
- (c) the date of separation;
- (d) the date specified by the head of agency;
- (e) the date specified by the Secretary of State;
- (f) 180 days after the evacuation order is issued; or
- (g) the date the evacuee commences return travel to post.

636 Return to Assignment

Not later than 180 days after the evacuation order is issued, an employee must be returned to the regular post of assignment, or appropriate action must be taken to reassign the employee to another post. This action must be taken in accordance with prescribed agency regulations.

638 Review - Employee Accounts (See also Section 618.)

638.1 The payroll office having jurisdiction over the employee's accounts shall review his/her account at the earliest possible date after the evacuation is terminated, or earlier if the circumstances justify, or after the employee returns to his/her assigned post of duty, or when the employee is officially reassigned to another post.

638.2 For the period or periods covered by any payments under these regulations, the employee shall be considered as though active Federal service had been rendered in a regular position without a break in service. Compensation shall be adjusted on the basis of the rates of compensation including any allowances or post differentials to which the employee would otherwise be entitled under all applicable statutes other than this act (P.L. 87-304, 75 Stat. 662), as codified in 5 U.S.C. 5521-5527, as reflected in Sections 621.1 and 621.2. Any adjustments shall also reflect payments made to the employee as authorized by Sections 617 through 618 of these regulations.

639 Employees/dependents Assigned but Not Arrived at Post

Employees/dependents who have not yet arrived at the post at the time of the evacuation/departure order are not covered by Chapter 600. However, under the limited circumstances outlined in Section 245, employees and dependents precluded from proceeding to post may be eligible for payments equivalent to those provided under Chapter 600 of the Standardized Regulations. Otherwise, when the criteria of Section 245 are not met, dependents who normally would accompany an employee to post will be eligible for involuntary separate maintenance allowance (Section 260) effective the date the employee begins official travel under assignment orders.

640 APPROVAL OF AGENCY REGULATIONS

641 Prior Approval

Executive Order 10982 requires prior approval by the Secretary of State of an agency's regulations which implement Chapter 600 of the Standardized Regulations (GC, FA). No agency shall make any payment under 5 U.S.C. 5521-5527 until approval has been received.

642 Approval Procedures

The head of an agency may adopt these regulations without change, but the Secretary of State must be so notified before the requirement for prior approval is satisfied. When an agency proposes to implement regulations that deviate from those provided in this Chapter, prior approval must be obtained from the Secretary of State before implementation.

643 Supplements to Agency Regulations.

An agency may issue supplemental instructions so long as they are not inconsistent with approved regulations and prior approval of the Secretary of State has been obtained before implementation.

644 Reimbursement to Other Agencies

If a payment is made to an employee or designated representative by an agency other than his/her own, the amount and date of payment will be immediately reported to the employee's agency and prompt reimbursement will be made.

645 Agencies with Approved Regulations.

Agencies which have regulations approved by the Secretary of State:

Agency for International Development
Agriculture, Department of
American Battle Monuments Commission
Commerce, Department of
Defense, Department of
Education, Department of
Energy, Department of
General Accounting Office
General Services Administration
Health and Human Services, Department of
Interior, Department of the
Justice, Department of
Labor, Department of

National Aeronautics and Space
Administration
National Science Foundation
Peace Corps
State, Department of
Transportation, Department of
Treasury, Department of the
Veterans Affairs, Department of

CHAPTER 650DANGER PAY ALLOWANCE651 Definitions

For the purpose of this chapter:

- a. "Danger Pay Allowance" means the additional compensation of up to 25 percent over basic compensation granted to employees (Section 031 and 040i) for service at designated danger pay posts, pursuant to Section 5928, Title 5, United States Code (Section 2311, Foreign Service Act of 1980) and the provisions of this chapter.
- b. "Danger Pay Post" means:
 1. a place listed individually in Section 920 which has been so designated by the Secretary of State;
 2. a place which is not listed individually in Section 920 but which is located in a country or area which has been so designated by the Secretary of State.
- c. "Detail" means detail as defined by Section 040p, for a minimum of four (4) cumulative hours in one day, at a place designated a danger pay area. All periods of leave while present at such place of detail may be included to meet the four hour requirement, but days of absence away from the designated post or country/area may not be included. Employees transiting a post who are inadvertently detained thereat for four (4) hours or more shall be considered on detail.
- d. "Day" When an employee is detailed to a danger pay post or area four hours or more, he/she may receive the danger pay allowance for the full day.

652 Scope

- a. The danger pay allowance is designed to provide additional compensation above basic compensation to all U.S. Government civilian employees, including Chiefs of Mission, for service at places in foreign areas where there exist conditions of civil insurrection, civil war, terrorism or wartime conditions which threaten physical harm or imminent danger to the health or well-being of an employee. These conditions do not include acts characterized chiefly as economic crime.
- b. The danger pay allowance may be granted separately from any grant of post differential in Chapter 500 and may be granted at foreign posts or country/areas which have no post differential.
- c. The danger pay allowance, if prescribed, is in lieu of any difficult to staff incentive differential authorized a post, which may have been in effect at the post at the time of designation as a danger pay post to the extent that combined payments may not exceed 25 percent of basic compensation.
- d. The danger pay allowance is in lieu of that part of the hardship post differential rate (Chapter 500) at a post which is attributable to political violence. Consequently, the rate of post differential may be reduced while danger pay allowance is in effect to avoid dual crediting for political violence. However, combined danger pay and post differential for each employee will be at least five percent of basic compensation above the previous combined post differential and special incentive differential, if any, in effect at the post.
- e. The amount of the danger pay cannot exceed 25 percent of basic compensation.
- f. The amount of danger pay allowance shall be at the rates of 15, 20 and 25 percent, based on the determined level of danger and the presence of non-essential personnel and dependents at post. Except in the case of danger pay granted pursuant to subsection "g" of this section, the amount of danger pay allowance shall be at the rates of 15, 20 and 25 percent, based on the determined level of danger and the presence of non-essential personnel and family members at post.
- g. Under circumstances defined by the Secretary of State, a danger pay allowance may be granted to civilian employees who accompany U.S. military forces designated by the Secretary of Defense as eligible for imminent danger pay. The Secretary of State will define the area of application for civilian employees and the amount of danger pay shall be the same flat rate amount paid to uniformed military personnel as imminent danger pay. Danger pay authorized under this subparagraph will not be paid for periods of time that the employee either receives danger pay authorized under subparagraph "f" or post differential that would duplicate political violence credit.

653 Basis for Danger Pay Allowance**653.1 Designation**

A danger pay allowance is established by the Secretary of State when, and only when, civil insurrection, civil war, terrorism or wartime conditions threaten physical harm or imminent danger to the health or well being of a majority of employees officially stationed or detailed at a post or country/area in a foreign area. To determine whether the situation meets the danger pay criteria, a post usually must submit the Danger Pay Factors Form (FS-578) along with pertinent supporting information to the Department of State (Office of Allowances) for review. The Director of the Office of Allowances will chair a working group which will make a recommendation to the Assistant Secretary of State for Administration concerning a danger pay designation.

653.2 Criterion

In general, the conditions described under Section 652a and 653.1 must be such that there must exist a continuing threat of physical harm or imminent danger to health or well being of employees at the post.

653.3 Periodic Review

Conditions at danger pay allowance posts are reviewed periodically at appropriate intervals by the working group to ensure that the danger pay allowance continues only during the existence of conditions justifying such payment. As a result of periodic reviews the danger pay allowances may be modified or removed at any time.

654 Danger Pay Allowance Applicable to Post (Section 040h)**654.1 Commencement**

Danger pay allowance commences on the date of designation by the Secretary of State for employees present at the post on assignment or detail, and on the date of arrival at post for subsequently assigned or detailed employees or for employees returning to post after temporary absence.

654.2 Termination

The danger pay allowance terminates as of the close of business on the day the designation is removed by the Secretary of State, or the day the employee departs the post for any reason for a post or country/area not designated for the danger pay allowance.

655 Danger Pay Allowance on Detail

Employees on detail at a danger pay post may be granted the danger pay allowance at the prescribed rate for all days of detail at such post except for days of absence from the post in a post or area not designated for the danger pay allowance. Note: Danger Pay is paid only for hours for which basic compensation is paid.

656 Payments**656.1 Full-time, Temporary and Intermittent Employees**

The danger pay allowance for full-time employees and employees appointed for temporary periods (section 013.3 and 031.4) shall be at the percentage of basic compensation established for the post. For part-time regularly scheduled employees and intermittent employees the danger pay allowance shall be computed at the prescribed percentage of basic compensation earned during the applicable pay period.

656.2 No Ceiling on Payments

The danger pay allowance is not subject to any ceiling which would provide a payment less than the full percentage rate prescribed for the post.

657 Exclusion of Danger Pay Allowance from Step Pay Increase Computations

Payment of the danger pay allowance shall not be construed as part of basic compensation for computing within-grade, step, merit pay increases and Senior Executive Service or Senior Foreign Service bonuses.

CHAPTER 700DEFENSE DEPARTMENT TEACHERS710 GENERAL

Under the general provisions of Chapter 000 and the modifying provisions of this chapter, a teacher (Section 040n) who is assigned to a teaching position at a post (Section 040h) may be granted quarters allowances in accordance with Chapter 100, cost-of-living allowances in accordance with Chapter 200, be paid a post differential in accordance with Chapter 500, and may be paid a difficult to staff incentive differential in accordance with Chapter 1000.

720 ALLOWANCES - SPECIAL RULES721 Commencement of Grant After Early Arrival

Where a teacher who is not entitled to a living quarters allowance under Section 723.1 for personal convenience arrives at the post in advance of the date normally scheduled by the agency, the date of arrival for commencement of any quarters allowance grant shall be considered to be the date after actual arrival on which he/she enters into pay status in a teaching position.

722 Termination of Grant

An allowance grant, (except a quarters allowance grant provided for under Section 723) not otherwise terminated under applicable sections of these regulations, shall terminate at the end of the teacher's required work status in a teaching position at the post, including any period of authorized annual leave with pay immediately following such status.

723 Quarters Allowances723.1 Continuation During Recess Period

The living quarters allowance grant authorized under Section 130 shall be continued during the recess period immediately preceding the next school year for a teacher who is in a teaching position at the close of a school year and who agrees in writing to serve as a teacher for the next school year. If, however, a teacher who has agreed in writing to serve as a teacher for the next school year does not report for service at the beginning of that school year, he/she shall, except for reasons beyond his/her control and acceptable to the Department of Defense, be obligated to the United States in an amount equal to any quarters allowance which he/she may have received during the recess period, or in an amount equal to the reasonable value of any Government quarters which he/she occupied, or the storage which he/she was furnished during that period, or both, as the case may be in accordance with Section 7 of the Defense Department Overseas Teachers Pay and Personnel Practices Act (P.L. 86-91), as amended by P.L. 87-172.

723.2 Continuation While Awaiting Authorized Transportation

The living quarters allowance grant may be continued through the date of departure from the post for a teacher who, at any time and regardless of pay status, is required to await authorized transportation. As an alternative, a temporary lodging allowance (Section 120) may be paid for a period not in excess of one month prior to final departure from the post.

723.3 Limitation During Recess Period

The Government quarters or storage furnished, in accordance with the law cited in Section 723.1, or quarters allowance granted, to a teacher shall be in lieu of any quarters or quarters allowances to which he/she otherwise might be entitled by reason of employment in another position during any recess period between two school years.

724 Cost-of-Living Allowances724.1 Annual Salary Computation

The annual basic compensation of a summer school teacher shall be computed by multiplying his/her daily rate of pay by 260.

724.2 Basis for Cost-of-Living Allowances During Recess Period

If a teacher is employed in another Government position during any recess period between two school years, any post allowance for which he/she is otherwise eligible under these regulations shall be based upon the salary of the position in which he/she is employed during such recess period.

724.3 Post Allowance

In computing post allowance for teachers paid on a school year basis, divide the total annual amount of post allowance payable from the appropriate table in Section 229.1 by the number of calendar days in the school year to obtain a daily rate. Multiply the daily rate by the number of calendar days in the pay period (normally 14).

CHAPTER 800COMPENSATORY TIME OFF AT CERTAIN POSTS IN FOREIGN AREAS810 GENERAL811 Definitions

- a. "Compensatory time off" in this chapter means compensatory time granted pursuant to authority in 5 U.S.C. 5926 (notwithstanding subchapter V of Chapter 55 of Title 5, United States Code, or any other law). It is time off from a regular scheduled tour of duty, without charge to leave, for an equal amount of time spent in overtime work.
- b. "Overtime work" as used in this chapter is all officially ordered or approved work performed by an employee in excess of 40 hours in an administrative workweek, or 8 hours in a day, whichever is the greater number of hours. It includes regularly scheduled overtime work, which must be authorized by headquarters or its designee.
- c. "Employee" in this chapter is as defined in Section 040i except that he/she need not be eligible for quarters allowance under Section 031. Employee may be in temporary duty status or may be working part-time regardless of the prohibition in Section 031.5.

812 Scope

Compensatory time off is intended to provide employees at isolated posts who so elect and who work regularly scheduled overtime with time off equal to the overtime worked; or at posts customarily observing irregular work hours or having other special considerations with time off during the same pay period equal to the overtime worked. There is no carry over to a new post of such compensatory time not used.

820 CIRCUMSTANCES WHERE APPLICABLE

The head of agency may, on request of an employee serving in a foreign area:

- a. at an isolated post performing functions required to be maintained on a substantially continuous basis, grant the employee compensatory time off for an amount of time spent equal to that spent in regularly scheduled overtime work; or
- b. at a post in a locality that customarily observes irregular hours of work, or where other special conditions are present, in order to cope with such conditions, grant the employee compensatory time off for an amount of time equal to that spent in regularly scheduled overtime work for use during the pay period in which it is earned.

830 PROHIBITIONS

- a. Credit for compensatory time off earned under Section 820b shall not form the basis for any additional compensation.
- b. Compensatory time off earned under Section 820 a and b shall be for use only while the employee is assigned to the post where it is earned. Such compensatory time not used at the time the employee is reassigned to another post shall be forfeited.

840 GRANTING COMPENSATORY TIME OFF

Compensatory time off as described in this chapter may be granted in accordance with implementing regulations of the responsible Government agency, subject to provisions of this chapter.

CHAPTER 850ADVANCES OF PAY851 Scope851.1 Purpose

These regulations are to provide authority necessary for agencies to administer Section 5927 of Title 5, United States Code, as amended.

851.2 Applicability

The provisions of this chapter apply to all agencies defined in Section 040d of these regulations and to certain civilian employees of the United States Government as defined in this chapter and in Sections 040i and 040j.

851.3 Definition

"Pay" is the amount of basic compensation (Section 040k) paid an employee without taking into consideration other additional compensation or allowances or differentials.

852 Advance Payments

- a. The head of an agency or designee may provide for the advance payment of up to three months pay:

(1) to or for the account of a United States citizen employee as defined in Section 040i proceeding or upon his or her arrival at a post of assignment in a foreign area;

(2) to or for the account of a United States citizen employee as defined in Section 040i when the employee or an eligible family member residing in the foreign area suffers a medical emergency as defined by the head of agency or designee; and

(3) to or for the account of an employee as defined in Section 040j when the employee is located outside the country of employment pursuant to United States Government authorization and suffers a medical emergency.

- b. Subject to adjustment of the account of the employee under Section 853b, the advance of pay is at the rate of pay currently authorized for the employee on the date the advance payment is made under agency procedure governing advance payments.

- c. An advance of pay under Section 852a is recoverable by the United States Government from the employee or his/her estate by:

(1) setoff against accrued pay, amount of retirement credit, or other amount due to the employee from the United States Government; and

(2) such other method as is provided by law.

The head of agency may waive in whole or in part a right of recovery of an advance of pay under Section 852a, if it is shown that the recovery would be against equity and good conscience or against the public interest.

853 Review of Accounts

The head of each agency shall provide for:

- a. the review of the account of each employee of the agency in receipt of payments under this chapter; and
- b. the recovery of the amount of pay advanced or waiver thereof.

854 Allotment and Assignment of Advanced Pay

The head of each agency may establish procedures under which an employee is permitted to make allotments and assignments of amounts out of the advanced pay for such purpose as the head of agency considers appropriate.

855 Funds Available on Reimbursable Basis

Funds available to an agency for payment of pay to or for the accounts of employees of the agency are available on a reimbursable basis for payment of pay to or for the accounts of employees of another agency under this chapter.

CHAPTER 900

POST CLASSIFICATION AND PAYMENT TABLES

910 EXPLANATIONS AND INSTRUCTIONS

911 Section 920 - Post Classifications

Section 920 of these regulations provides listings of the allowances, post differential, danger pay rates and allowance reporting requirements for all foreign localities where employees may be assigned. Footnotes included in the table are explained at the end of Section 920.

*911.1 Changes in the Post Classification Table (eff. 5/1/05 TL:SR 650)

Allowance, post differential and danger pay rates are reviewed on a regular basis throughout the year and revised as indicated by completed survey reports, currency exchange rate changes or the assignment of employees to new duty stations. (eff. 5/15/05 TL:SR 650)

*911.2 Post Classification and Payment Tables)

*The electronic Section 920 lists the individual post, country, or area of assignment for allowance, post differential and danger pay purposes under the heading of "Location." Where a town, city, or other post of assignment is not covered by the locality listing, the rates established for "Other" areas of the country are applicable pending a determination that separate allowance, differential or danger pay rates are warranted. (eff. 5/15/05 TL:SR 650)

*The following brief summaries of the allowances, post differential and danger pay listings in Section 920 are provided to assist the user in understanding the allowance tables. These descriptions should be used along with the more detailed references cited. (eff. 5/15/05 TL:SR 650)

*Post Allowance - This is commonly known as the "cost-of-living" allowance. It is paid where foreign living costs are higher than those in the Washington, D.C. area. The figures listed under the column heading of "Cost of Living Allowance" show the "post class", with classes indicating living costs from 5% to 100% above Washington's (e.g. class 5 indicates that living costs are approximately 5% higher than in the Washington, D.C. area). (See Section 220 and Section 960, Omnibus Exhibit.) (eff. 5/15/05 TL:SR 650)

*Post (Hardship) Differential - This is a premium payment for service in locations having extraordinarily difficult or notably unhealthful living conditions, or excessive physical hardships. The differential is paid as a percentage of the employee's base salary and is taxable as income for U.S. Government employees. (See Section 500 and Section 960, Omnibus Exhibit.) (eff. 5/15/05 TL:SR 650)

*Transfer Zone - Employees transferred between zones 1 and 3 may be eligible for the wardrobe portion of the transfer allowance. (See Section 240 and 250 and Section 960 FTA and HSTA Worksheets.) (eff. 5/15/05 TL:SR 650)

*Danger Pay (footnote p, u or v) is additional pay for service at places where insurrection, terrorism, or war conditions threaten physical harm or imminent danger to employees. Danger pay under footnotes p and u is paid as a percent of the employee's base salary. Danger pay under footnote v is paid as a flat monthly amount. All danger pay is taxable. (See Section 650, Section 920 footnotes and Section 960, Omnibus Exhibit.) (eff. 5/15/05 TL:SR 650)

*Education - The education allowance levels listed are maximum amounts established for the reimbursement of school costs for school-age children. When local schools are not adequate for American children, the "away from post" allowance is established at a higher level to cover tuition, transportation, and room and board costs at a boarding school. The symbol "K" refers to the kindergarten grade level. (See Section 270 and Section 960 Education Worksheet.) (eff. 5/15/05 TL:SR 650)

*Living Quarters Allowance - This allowance is a maximum amount to cover actual costs of rent and utilities for employees privately leasing their quarters. Employees with one dependent residing with them at post receive up to the "With Family" rate as indicated by the abbreviation (WF); the employees without dependents residing with them at post receive up to the "Without Family" (WOF) rate. Additional allowances for larger families are provided as explained in Section 135.4. (See Section 130 and Section 960 LQA Worksheet.) (eff. 5/15/05 TL:SR 650)

*911.4 Reports

The Reporting Requirements section specifies which agency is required to submit reports and the months/years in which the respective reports are due. If a report is due on a biannual basis, Section 920 will indicate whether it is to be submitted in odd or even years. A dash in any column means that the report is required to be submitted only at times specified by the Department of State. (eff. 5/15/05 TL:SR 650)

The Reporting Requirements section also identifies which Federal agency has been designated to furnish reports for the listed post. (Exception: Education Allowance Questionnaires are not required from the Departments of the Army, Navy, or Air Force.) Where diplomatic or consular establishments are located, the designated agency is the Department of State. At other posts it is generally the agency reported to have the majority of employees assigned to the post who are eligible for allowances. Reports of individual quarters expenses on Section 960 LQA Worksheets or DS-7604 are required of all agencies (see Sections 072.11 and 072.12 for specifics.) (eff. 5/15/05 TL:SR 650)

*911.5 Reporting Agency (eff. 5/1/05 TL:SR 650)

a. Agency Identification

The initials below identify the Federal agencies as shown:

ABMC	American Battle Monuments Commission
AF	Air Force, Department of the
Agr	Agriculture, Department of
AID	Agency for International Development
AIT	American Institute in Taiwan
Ar	Army, Department of the
Com	Commerce, Department of
DHS	Department of Homeland Security
DOD	Defense, Department of
DOT	Transportation, Department of
FBIS	Foreign Broadcasting Information Service
GSA	General Services Administration
HHS	Health and Human Services, Department of
Int	Interior, Department of the
Jus	Justice, Department of
Lab	Labor, Department of
NASA	National Aeronautics and Space Administration
Nav	Navy, Department of the
OSD	Office of the Secretary of Defense
PC	Peace Corps
St	State, Department of
Tr	Treasury, Department of the

This list is provided for those who may find it useful. It will be brought up to date occasionally, but not as frequently as posts may be listed or deleted. See Section 920 for allowance, differential and danger pay classifications. (Last compiled: 5-15-05, TL:SR 651)

- A -

Abidjan, Cote D'Ivoire
 Abu Dhabi, United Arab Emirates
 Abuja, Nigeria
 Accra, Ghana
 Adana-Incirlik, Turkey
 Addis Ababa, Ethiopia
 Akashi, Japan (See Osaka-Kobe)
 Akizuki, Japan
 Al-Khobar, Saudi Arabia (See Dhahran Area)
 Alexandria, Egypt
 Algiers, Algeria
 Alice Springs, Australia
 Almaty, Kazakstan
 Alverca, Portugal (See Lisbon)
 Amazonas, Brazil (See Other Area #1)
 Amherstburg, Canada
 Amman, Jordan
 Ammo Depot #9, Korea (See Changwon)
 Amsterdam, Netherlands
 Andros Island; Bahamas, The
 Ankara, Turkey
 Antananarivo, Madagascar
 Antarctic Region Posts, Antarctic Region
 Antwerp, Belgium
 Arctic Circle Posts, Arctic Circle Posts
 Argentia, Canada
 Argynopolis, Greece (See Thessaloniki)
 Aruba, Netherlands Antilles
 Ashgabat, Turkmenistan
 Asmara, Eritrea
 Astana, Kazakstan
 Asuncion, Paraguay
 Athens, Greece
 Auckland, New Zealand
 Augsburg, Germany
 Avellino, Italy
 Azores, Portugal

- B -

Babenhausen, Germany (See Darmstadt)
 Bad Aibling, Germany
 Bad Kreuznach, Germany
 Bad Nauheim, Germany (See Friedberg)
 Baden, Switzerland (See Zurich)
 Baghdad, Iraq
 Baguio City, Philippines
 Bahrain, Bahrain
 Baku, Azerbaijan
 Bamako, Mali
 Bandar Seri Begawan, Brunei
 Bangkok, Thailand
 Bangui, Central African Republic
 Banja Luka, Bosnia Herzegovina
 Banjul; Gambia, The
 Barbados, Barbados
 Barcelona, Spain
 Barranquilla, Colombia
 Bath, United Kingdom

Baumholder, Germany
 Beijing, China
 Beirut, Lebanon
 Belfast, United Kingdom
 Belgrade, Serbia and Montenegro
 Belize City, Belize
 Belleau, France
 Belo Horizonte, Brazil

 Berchtesgaden, Germany
 Berlin, Germany
 Bermuda, Bermuda
 Bern, Switzerland
 Bertrix, Belgium
 Bilbao, Spain
 Birkenfeld, Germany (See Baumholder)
 Birmingham, United Kingdom
 Bishkek, Kyrgyzstan
 Bissau, Guinea-Bissau
 Blenheim, New Zealand
 Boeblingen, Germany (See Stuttgart)
 Bogota, Colombia
 Bonn, Germany
 Bony, France
 Bracknell, United Kingdom (See High Wycombe)
 Brasilia, Brazil
 Bratislava, Slovakia
 Brazzaville, Congo
 Bremen, Germany
 Bremerhaven, Germany
 Brindisi, Italy
 Brisbane, Australia
 Bristol, United Kingdom
 Brough, United Kingdom
 Brunssum, Netherlands
 Brussels, Belgium
 Bucharest, Romania
 Budapest, Hungary
 Bude, United Kingdom
 Buenos Aires, Argentina
 Butzbach, Germany (See Giessen)
 Bujumbura, Burundi

- C -

Cairo, Egypt
 Calcutta, India
 Calgary, Canada
 Camakli, Turkey (See Istanbul)
 Cambridge, United Kingdom
 Camp Carroll, Korea (See Waegwan)
 Camp Colbern, Korea (See Seoul)
 Camp Market, Korea (See Seoul)
 Camp Mercer, Korea (See Seoul)
 Camp Schiefflin, Liberia (See Monrovia)
 Campinas, Brazil (See Other Area #2)
 Canberra, Australia

Cape Town, South Africa
 Caracas, Venezuela
 Carthage, Tunisia (See Tunis)
 Casablanca, Morocco
 Caversham, United Kingdom
 Cavite, Philippines (See Manila)
 Catania, Italy
 Cebu, Philippines
 Chagos Archipelago, Chagos Archipelago
 Changwon, Korea
 Chelmsford, United Kingdom
 Cheltenham, United Kingdom
 Chengdu, China
 Chennai, India
 Chiang Mai, Thailand
 Chiba-Ken, Japan (See Tokyo-To)
 Chicksands, United Kingdom
 Chievres, Belgium (See SHAPE)
 Chinhae, Korea
 Chisinau, Moldova
 Chitose, Japan (See Sapporo)
 Christchurch, New Zealand
 Chunchon, Korea
 Chuuk, Micronesia
 Ciudad Juarez, Mexico
 Cluj, Romania
 Cochabamba, Bolivia
 Coevorden, Netherlands
 Cologne, Germany
 Colombo, Sri Lanka
 Colon, Panama
 Conakry, Guinea
 Copenhagen, Denmark
 Cotonou, Benin
 Cuernavaca, Mexico
 Curacao, Netherlands Antilles

- D -

Dakar, Senegal
 Damascus, Syria
 Dammam, Saudi Arabia (See Dhahran Area)
 Dar es Salaam, Tanzania
 Darmstadt, Germany
 Dartmouth, Canada (See Halifax)
 Delmenhorst, Germany (See Bremen)
 Dhahran Area, Saudi Arabia
 Dhaka, Bangladesh
 Dili, East Timor (see East Timor)
 Djibouti City, Djibouti
 Doha, Qatar
 Draguignan, France
 Dubai, United Arab Emirates
 Dublin, Ireland
 Duesseldorf, Germany
 Dunstable, United Kingdom
 Durban, South Africa
 Dushanbe, Tajikistan

- E -

East Timor, East Timor
 Edinburgh, United Kingdom
 Edmonton, Canada
 Edzell, United Kingdom
 El Ferrol, Spain
 El Gorah, Egypt (See MFO Bases)
 Elefsis, Greece (See Athens)
 Ellinikon, Greece (See Athens)
 Elmadag, Turkey (See Ankara)
 Epinal, France
 Erlangen, Germany (See Nuernberg)
 Egelshoven, Netherlands (See Brunssum)

- F -

Fairford, United Kingdom
 Felixstowe, United Kingdom
 Fere en Tardenois, France
 Flensburg, Germany
 Florence, Italy
 Florennes, Belgium
 Fontainebleau, France
 Fortaleza, Brazil
 Frankfurt am Main, Germany
 Freetown, Sierra Leone
 Ft. Halstead, United Kingdom
 Friedberg, Germany
 Fuerth, Germany (See Nuernberg)
 Fukuoka, Japan

- G -

Gaborone, Botswana
 Gaeta, Italy
 Garches (see Paris)
 Garlstadt, Germany (See Osterholz-Scharmbeck)
 Garmisch-Partenkirchen, Germany
 Geilenkirchen, Germany
 Geneva, Switzerland
 Georgetown, Guyana
 Geraldton, Australia
 Gernersheim, Germany
 Giebelstadt, Germany (See Wuerzburg)
 Geinhausen, Germany (See Hanau)
 Giessen, Germany
 Gifu, Japan (See Nagoya)
 Glenrothes, United Kingdom
 Goias, Brazil (See Other Area #1)
 Gold Coast, Australia (See Brisbane)
 Gosselies, Belgium (See SHAPE/Chievres)
 Gotemba, Japan
 Grafenwoehr, Germany
 Grand Bahama Island; Bahamas, The
 Greater London Area, United Kingdom (See London)

Greenham Common, United Kingdom (See Welford)
Greenland, Greenland
Grefrath, Germany (See Rheinberg)
Grenada, Grenada
Greven, Germany (See Muenster)
Gruenstadt, Germany (See Worms)
Guadalajara, Mexico
Guangzhou, China
Guantanamo Bay, Cuba
Guatemala City, Guatemala
Guayaquil, Ecuador

- H -

Hague, The; Netherlands
Halifax, Canada
Hamburg, Germany
Hanau, Germany
Handorf, Germany (See Muenster)
Haneda, Japan (See Tokyo-To)
Hannover, Germany
Hanoi, Vietnam
Harare, Zimbabwe
Harrogate, United Kingdom
Havana, Cuba
Heerlen, Netherlands (See Brunssum)
Heidelberg, Germany
Heilbronn, Germany
Helsinki, Finland
Henri-Chapelle, Belgium
Hermosillo, Mexico
Herongen, Germany (See Duesseldorf)
Herstal, Belgium
High Wycombe, United Kingdom
Hiroshima, Japan
Ho Chi Minh City, Vietnam
Hoensbroek, Netherlands (See Brunssum)
Holy See, The; Holy See, The
Hong Kong, Hong Kong
Hoogbuul, Belgium (See Antwerp)
Hulsberg, Netherlands (See Brunssum)
Hythe, United Kingdom

- I -

Ibadan, Nigeria
Idar-Oberstein, Germany (See Baumholder)
Ingolstadt, Germany (See Munich)
Iraklion (Crete), Greece
Islamabad, Pakistan
Istanbul, Turkey
Itazuke, Japan (See Fukuoka)
Iwakuni, Japan
Izmir-Cigli, Turkey

- J -

Jakarta, Indonesia
Jeddah, Saudi Arabia
Jerusalem, Jerusalem
Johannesburg, South Africa

- K -

Kabul, Afghanistan
Kaduna, Nigeria
Kahawa, Kenya (See Nairobi)
Kaiserslautern, Landkreis, Germany
Kalkar, Germany (See Duesseldorf)
Kampala, Uganda
Kanagawa-Ken, Japan (See Tokyo-To)
Kaohsiung, Taiwan
Karachi, Pakistan
Karatas, Turkey (See Adana-Incirlık)
Karlsruhe, Germany
Karmi'el, Israel
Kathmandu, Nepal
Kavala Relay Station, Greece
Keflavik-Grindavik, Iceland
Kemble, United Kingdom (See Fairford)
Kerkrade, Netherlands (See Brunssum)
Kerpen, Germany
Khabarovsk, Russia
Khartoum, Sudan
Kiambu, Kenya (See Nairobi)
Kibichiku, Kenya (See Nairobi)
Kiev, Ukraine
Kigali, Rwanda
Kihara, Kenya (See Nairobi)
Kikuyu, Kenya (See Nairobi)
Kimhae, Korea (See Pusan)
Kimpoo Airfield, Korea (See Seoul)
Kingston, Canada
Kingston, Jamaica
Kingsville, Canada
Kinshasa; Congo, Dem. Republic of
Kiribati, Kiribati
Kitzingen, Germany (See Wuerzburg)
Kleine Brogel, Belgium
Koblenz, Germany
Komaki, Japan (See Nagoya)
Kosovo Province, Serbia and Montenegro
Koror; Palau, Republic of
Kosrae, Micronesia
Krakow, Poland
Kuala Lumpur, Malaysia
Kunsan, Korea
Kuwait City, Kuwait
Kwajalein Atoll, Marshall Islands
Kwangju, Korea
Kyoto, Japan

- L -

La Paz, Bolivia
Lagos, Nigeria
Lahore, Pakistan
Lajes Field, Portugal
Lakenheath, United Kingdom
Landgraaf, Netherlands (See Brunssum)
Le Havre, France
Leghorn, Italy
Leimen, Germany (See Heidelberg)
Leipzig, Germany
Libreville, Gabon

Lilongwe, Malawi
Lima, Peru
Limerick, Ireland
Lisbon, Portugal
Ljubljana, Slovenia
Lome, Togo
London, Ontario, Canada
London, United Kingdom
Loudwater, United Kingdom
Luanda, Angola
Ludwigsburg, Germany (See Stuttgart)
Lusaka, Zambia
Luxembourg, Luxembourg
Lyon, France

- M -

Maastricht, Netherlands (See Brunssum)
Madrid, Spain
Mainz, Germany (See Wiesbaden)
Majuro, Marshall Islands
Malabo, Equatorial Guinea
Malta, Malta
Managua, Nicaragua
Manila, Philippines
Mannheim, Germany (See Heidelberg)
Manzarali, Turkey (See Ankara)
Maputo, Mozambique
Maranhao Mato Grosso & Do Sul, Brazil (See Other Area #1)
Margraten, Netherlands
Marseille, France
Maseru, Lesotho
Matamoros, Mexico
Mauritius, Mauritius
Mazatlan, Mexico
Mbabane, Swaziland
Medan, Indonesia
Melbourne, Australia
Menwith Hill, United Kingdom (See Harrogate)
Merida, Mexico
Metapa, Mexico (See Tapachula)
Mexico City, D.F.; Mexico
MFO Bases, Egypt
Milan, Italy

Mildenhall, United Kingdom (See Lakenheath)
Minsk, Belarus
Misawa, Japan
Moenchen-Gladbach, Germany (See Duesseldorf)
Mogadishu, Somalia
Monrovia, Liberia
Mons, Belgium (See SHAPE/Chievres)
Montenegro, Serbia and Montenegro
Monterrey, Mexico
Montevideo, Uruguay
Montpellier, France
Montreal, Canada
Moscow, Russia
Mt. Hortatis, Greece (See Thessaloniki)
Mt. Parnis, Greece (See Athens)
Mt. Pateras, Greece (See Athens)
Mt. Vergine, Italy (See Avellino)
Muenster, Germany
Mumbai, India
Munich, Germany
Munsan, Korea (See Tongduchon)
Muscat, Oman

- N -

Nagoya, Japan
Nairobi, Kenya
Naples, Italy
Nassau; Bahamas, The
Ndamena, Chad
Nea Makri, Greece (See Athens)
Nellingen, Germany (See Stuttgart)
Nettuno, Italy
Neubrucke, Germany (See Baumholder)
Neuville-en-Condroz, Belgium
New Delhi, India
Niamey, Niger
Nicosia, Cyprus
Noervenich, Germany (See Kerpen)
Nogales, Mexico
North Bay Canadian Forces Base, Canada
Northwest Territories, Canada
Nottingham, United Kingdom
Nouakchott, Mauritania
Nuernberg, Germany
Nuevo Laredo, Mexico
Nukualofa, Tonga

- O -

Oakey, Australia (See Brisbane)
Ober Ramstadt, Germany (See Darmstadt)
Oberammergau, Germany (See Garmisch-Partenkirchen)
Okinawa Prefecture, Japan
Oporto, Portugal
Osaka-Kobe, Japan
Osan AB, Korea

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Oslo, Norway
Osterholz-Scharmbeck, Germany
Ottawa, Canada
Ouagadougou, Burkina Faso
Oxfordshire, United Kingdom

- P -

Panama City, Panama
Papendrecht, Netherlands (See Rotterdam)
Par Piaui, Brazil (See Other Area #1)
Paramaribo, Suriname
Paris, France
Perivolaki, Greece (See Thessaloniki)
Perth, Australia
Peshawar, Pakistan
Petionville, Haiti (See Port-au-Prince)
Phnom Penh, Cambodia
Pirmasens, Germany (See Kaiserslautern)
Pisa, Italy (See Leghorn)
Plymouth, United Kingdom (see Oxfordshire)
Podgorica, Serbia and Montenegro (See Montenegro Province)
Pohnpei, Micronesia
Ponta Delgada, Portugal
Pordenone-Aviano, Italy
Port Louis, Mauritius (See Mauritius)
Port Moresby, Papua New Guinea
Port of Spain, Trinidad and Tobago
Portsmouth, United Kingdom (see Oxfordshire)
Port Vila, Vanuatu
Port-au-Prince, Haiti
Prague, Czech Republic
Praia, Cape Verde
Pretoria, South Africa
Prince Rupert, Canada
Pristina, Serbia and Montenegro
Pusan, Korea
Pyongtaek, Korea (See Osan AB)
Pyongyang, Dem. People's Republic of Korea

- Q -

Quebec, Canada
Quetta, Pakistan
Quito, Ecuador

- R -

Rabat, Morocco
Rangoon, Burma
Rarotonga, Cook Islands
Ras Nasrani, Egypt (See MFO Bases)
Rawalpindi, Pakistan (See Islamabad)
Reading, United Kingdom (See High Wycombe)
Recife, Brazil
Reykjavik, Iceland
Rheinau, Germany (See Heidelberg)
Rheinberg, Germany

Rhodes (Island of), Greece
Riga, Latvia
Rio de Janeiro, Brazil
Riyadh, Saudi Arabia
Rochester, United Kingdom
Romagne-sous-Montfaucon, France
Rome, Italy
Rondonia, Brazil (See Other Area #1)
Roraima, Brazil (See Other Area #1)
Rota, Spain
Rotterdam, Netherlands

- S -

Saint Avold, France
Saint James, France
Saint Kitts and Nevis, St. Kitts and Nevis
Saint Lucia, St. Lucia
Saint Laurent, France
Saint Mihiel, France
Saint Petersburg, Russia
Saitama-Ken, Japan (See Tokyo-To)
Sale, Morocco (See Rabat)
Samoa, Samoa
San Jose, Costa Rica
San Salvador, El Salvador
Sanaa, Yemen
Santa Cruz, Bolivia
Santiago, Chile
Santo Domingo, Dominican Republic
Sao Paulo, Brazil
Sao Tome and Principe, Sao Tome and Principe
Sapporo, Japan
Sarajevo, Bosnia-Herzegovina
Sardinia, Italy
Sasebo, Japan
Schaesburg, Netherlands (See Brunssum)
Schinnen, Netherlands (See Brunssum)
Schiphol, Netherlands (See Amsterdam)
Schwabach, Germany (See Nuernberg)
Schwetzingen, Germany (See Heidelberg)
Seckenheim, Germany (See Heidelberg)
Selebi Phikwe, Botswana
Sembach, Germany (See Kaiserslautern)
Seoul, Korea
Seville Province, Spain (See Seville)
Seville, Spain
Sevres, France (See Paris)
Shanghai, China
Shannon Area, Ireland (See Limerick)
SHAPE/Chievres, Belgium
Shenyang, China
Sigonella, Italy (See Catania)
Singapore, Singapore
Skopje, Macdeonia, The Former Yugoslav Republic of
Sofia, Bulgaria
Solomon Islands, Solomon Islands
Songkhla, Thailand

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Souda Bay (Crete), Greece
Stavanger, Norway
Stockholm, Sweden
Strait of Georgia Test Range, Canada
Strasbourg, France
Stuttgart, Germany
Surabaya, Indonesia
Suresnes, France (See Paris)
Suva, Fiji
Suwon, Korea (See Seoul)
Sydney, Australia

- T -

Taegu, Korea
Taif, Saudi Arabia
Taipei, Taiwan
Tallinn, Estonia
Tanagra, Greece (See Athens)
Tangier, Morocco
Tapachula, Mexico
Tashkent, Uzbekistan
Tbilisi, Georgia
Tegucigalpa, Honduras
Tel Aviv, Israel
Thessaloniki, Greece
Thogoto, Kenya (See Nairobi)
Tijuana, Mexico
Tirana, Albania
Tokyo City, Japan
Tokyo-To, Japan
Tongduchon, Korea
Toowoomba, Australia (See Brisbane)
Toronto, Canada
Townsville, Australia
Tripoli, Libya
Tunis, Tunisia
Turin, Italy
Tuxtla Gutierrez, Mexico
Twisteden, Germany (See Duesseldorf)

- U -

Udon, Thailand
Uijongbu, Korea
Ulaanbaatar, Mongolia

- V -

Valencia, Spain
Vancouver, Canada
Veracruz, Mexico
Verona, Italy
Versailles, France (See Paris)
Vicenza, Italy
Victoria, Canada
Vienna, Austria
Vientiane, Laos
Vilnius, Lithuania
Vladivostok, Russia

- W -

Waegwan, Korea
Waereghem, Belgium
Wahn, Germany (See Bonn)
Wangige, Kenya (See Nairobi)
Warsaw, Poland
Welford, United Kingdom
Wellington, New Zealand
Wertheim, Germany (See Wuerzburg)
West Byfleet, United Kingdom
Wiesbaden, Germany
Windhoek, Namibia
Windsor, Canada
Winnipeg, Canada
Worms, Germany
Wuerzburg, Germany

- Y -

Yamanlar, Turkey (See Izmir-Cigli)
Yaounde, Cameroon
Yap, Micronesia
Yekaterinburg, Russia
Yerevan, Armenia
Yokohama, Japan
Yokosuka, Japan
Ypenburg, Netherlands (See The Hague)

- Z -

Zagreb, Croatia
Zirndorf, Germany (See Nuernberg)
Zweibrueken, Germany (See Kaiserslautern)

**SECTION 960
WORKSHEETS/EXHIBITS**

**Standard Form 1190
Foreign Allowances Application, Grant and Report**

**TQSA
Temporary Quarters Subsistence Allowance Worksheet
(DSSR 120)**

**LQA
Living Quarters Allowance Annual/Interim Expenditures Worksheet
(DSSR 130)**

**EQA
Extraordinary Quarters Allowance Worksheet
(DSSR 138)**

**FTA
Foreign Transfer Allowance Worksheet
(DSSR 240)**

**HSTA
Home Service Transfer Allowance Worksheet
(DSSR 250)**

**EDA
Education Allowance Worksheet
(DSSR 270)**

**EPW
Evacuation Payments Worksheet
(DSSR 600)**

**OMNIBUS EXHIBIT
PA - Post Allowance (DSSR 220)
SMA - Separate Maintenance Allowance (DSSR 260)
EDT - Educational Travel (DSSR 280)
PD - Post Differential (DSSR 500)
DP - Danger Pay (DSSR 650)**

TQSA - Temporary Quarters Subsistence Allowance Worksheet (DSSR 120)

Employees should refer to their agency-specific regulations in addition to DSSR section 120 to compute the TQSA which should be claimed on Standard Form (SF) 1190 ("Foreign Allowances Application, Grant and Report", Rev. 1/98). This worksheet includes information necessary to process the claim for TQSA and is reproducible locally.

1. Employee name (Last, First, Middle initial)	2. Agency
3. Current post/Country of assignment/Locality code	4. Date of arrival
5. Next post of assignment if TQSA precedes final departure from current post	
6. TQSA Commencement date	7. TQSA termination date

To calculate amounts, use per diem rate for foreign post of assignment found in DSSR Section 925 ("Per Diem Supplement") in effect during the month of the claim. Per diem rates may change monthly.

8. Use the following table to calculate maximum daily rate allowed for days 1 through 30 upon **first arrival** at post. This table should also be used for days 1 through 30 upon **final departure** from post. If excessive lodging costs pertain, refer to DSSR Sections 123.36 and 124.34 for possible continued use of this table. If no-cost quarters are occupied, maximum daily family rates shall not exceed 50% of maximums. Agencies may have further restrictive policies if no-cost quarters include cooking and laundry facilities (see DSSR 122.3).

Per Diem Rate in effect during this claim period: _____

Occupant(s) x Percentage allowed = Maximum
Allowed

Initial occupant	1	75% of Per Diem	\$
Family members 12 & over		50% of Per Diem	\$
Family members under 12		40% of Per Diem	\$
Maximum daily family rate for this period			\$

9. Use the following table for days 31 through 60 upon **first arrival** at post and, with agency approval, for days 31 through 60 upon **final departure** from post.

Per Diem Rate in effect during this claim period: _____

Occupant(s) x Percentage allowed = Maximum
allowed

Initial occupant	1	65% of Per Diem	\$
Family members 12 & over		45% of Per Diem	\$
Family members under 12		35% of Per Diem	\$
Maximum daily family rate for this period			\$

10. Use the following table for days 61 through 90 upon **first arrival** and, with agency approval, days 91 through 150. This table should also be used, with agency approval, for days 61 through 90 upon **final departure** from post.

Per Diem Rate in effect during this claim period: _____

Occupant(s) x Percentage allowed = Maximum
allowed

Initial occupant	1	55% of Per Diem	\$
Family members 12 & over		40% of Per Diem	\$
Family members under 12		30% of Per Diem	\$
Maximum daily family rate for this period			\$

TQSA Actual Expense Worksheet (DSSR 120)

This worksheet may be used to record information used to claim this allowance on the SF-1190. Employees must submit lodging receipts. They must also submit a certified statement of daily meal laundry and dry cleaning expenses. Submit separate claims for each 30 day period.

11. Employee Name (Last, First, Middle Initial)

12. List foreign currency (indicated by "fc") or U.S. Dollar amount paid. List exchange rate used under "Remarks"

[illegible]

13. Remarks

TQSA SHALL NOT BE PAID WITH POST ALLOWANCE AND MAY BE PAID WITH LQA IN LIMITED CIRCUMSTANCES (DSSR 124.1A). REIMBURSEMENTS ARE LIMITED TO ACTUAL EXPENSES INCURRED UP TO THE MAXIMUMS.

14. **Employee Statement:** I am attaching receipts for lodging expenses claimed above. I certify that the meal and laundry/dry cleaning expenses are accurate.

Employee's signature

Date

LQA - Living Quarters Allowance Annual/Interim Expenditures Worksheet (DSSR 130)

Allowable expenses under the Living Quarters Allowance are reported here to process a claim on the SF-1190. This worksheet is reproducible locally.

1. Employee name (Last, First, Middle initial)	2. Agency
3. Pay plan/Series/Grade/Annual salary	4. Date of arrival
5. Current post/Country of assignment/Locality code	

6. If spouse is employed by the U.S. Government:

Spouse's Name:	Quarters allowance received:
----------------	------------------------------

7. Family domiciled at post

Name of relative	Relationship	DOB except spouse (mm/dd/yy)	Percentage of support	Date of arrival at post	Residence address

8. Family domiciled away from post

Name of relative	Relationship	DOB except spouse (mm/dd/yy)	Percentage of support	Date of departure from post	Residence address

9. Description of quarters occupied by the employee

Date quarters occupied: ____/____/____(mm/dd/yy)	Quarters size: (Total rooms should include dining room, living room, kitchen, bedrooms, den, and bathrooms)
Type of quarters: House [____] Apartment [____]	Total rooms _____
Furnished [____] Unfurnished [____] Privately Leased [____]	Total useable square footage _____ or square meters _____
Government owned or leased [____] Personally Owned [____]	

10. If employee shares quarters, give name of person(s) with whom sharing and employing firm or agency

--

11. If employee rents quarters from another U. S. Government employee, give name of that employee and employing agency

--

12. If employee lets or sublets portion of his owned or leased quarters:

- (a) Name of sublessee and employing agency or firm _____
- (b) Amount received from sublessee _____
- (c) Has amount received from sublessee been deducted from expenses claimed under block 16? _____
- (d) Date let or sublet _____

LQA - Living Quarters Allowance Annual/Interim Expenditures Worksheet (DSSR 130)

13. Employee name (Last, First, Middle initial)	14. Check one: <input type="checkbox"/> Estimated <i>or</i> <input type="checkbox"/> Actual. LQA expenses for the period from _____ to _____
15. FOR OFFICIAL USE ONLY Foreign currency rate used to compute expenses listed under item 16: _____. For Personally Owned Quarters (POQ): date of original purchase _____; exchange rate at time of original purchase _____; and number of years already claimed for rent portion of LQA _____.	

16. The following expenses were actually incurred or are estimated for the period claimed in block 14. Expenses should be supported by lease or rental agreement, receipts or canceled checks. If unobtainable, explain why under block 17, Remarks.	(A) Foreign Currency Expenses	(B) U.S. Dollar Expenses	(C) For official use only	(D) For official use only
Items (a) through (j) are rent and rent-related expenses				
(a) Rent, if leased; or 10% of original purchase price, if owned (claim limit: 10 years)				
(b) Garage rental (not to exceed 25% of maximum LQA rate)				
(c) Furniture rental (not to exceed 25% of maximum LQA rate)				
(d) Insurance on rented property and/or furnishings required by local law to be paid by lessee				
(e) Taxes levied by the local government and required by law or custom to be paid by lessee				
(f) Land rent, if required by local law or custom (applies only to POQ)				
(g) Agent's fee if mandatory by law or custom and is condition of obtaining lease.				
(h) Apartment/condominium fees (Excluding single family dwelling and POQ)				
(i) Interest on a loan from American institution to finance "key money" paid to landlord.				
(j) Appreciation fee paid directly to landlord. Must appear on lease or rental agreement.				
Items (k) through (o) are utilities and utility related expenses				
(k) Heat - gas, fuel				
(l) Electricity				
(m) Other heat, fuel (Specify)				
(n) Water				
(o) Garbage and trash disposal				
Total expenses claimed for this period:				

17. Remarks

18. For official use only (DSSR 135 and 136) Quarters allowance group: _____ WF ("With Family") _____ WOF ("Without Family") Maximum Annual LQA rate (DSSR 920, column 2, plus 10%, 20% or 30% for additional family members) = _____ Daily LQA rate = Annual LQA rate divided by number of days in calendar year. Biweekly rate = daily rate times 14. Any other period = daily rate times number of days claimed. Beg. date claimed: _____ End date claimed: _____ Number of days claimed: _____ LQA this period: _____
--

19. Employee Statement: I certify that the amounts claimed above were incurred for the period claimed or are estimated to the best of my knowledge for future costs.	
Employee's signature _____	Date _____

EQA – Extraordinary Quarters Allowance Worksheet (DSSR 138)

Allowable expenses under the Extraordinary Quarters Allowance are calculated here to process a claim on the SF-1190. This worksheet may be reproduced locally.

An Extraordinary Quarters Allowance (EQA) may be paid when the employee and/or family members must vacate permanent residence quarters and occupy temporary quarters for no more than 90 days due to U.S. Government renovations/repairs or other unhealthy or dangerous conditions. The two portions of the EQA are: (1) a lodging portion for actual expenses up to a maximum and (2) a flat meal amount intended to help defray costs in excess of meals normally consumed in the permanent residence. Agencies may have a policy in place to appropriately reduce the amounts if no cost quarters and/or military/USG dining facilities are available. Agencies may also pay only the meal portion of this allowance when U.S. Government renovations/repairs do not require vacating the permanent residence but kitchen facilities are not accessible/useable.

Employee's Name: _____ Agency: _____

Reason for vacating permanent residence quarters: _____

Date permanent residence quarters: Vacated: _____ Reoccupied: _____

1. Calculation of the Lodging Portion. This is a maximum based on the post of assignment lodging portion of the per diem rate in effect on the date permanent residence quarters are vacated. The employee may be reimbursed for actual expenses up to this maximum. Receipts are required.

Lodging portion of post of assignment per diem rate on date permanent residence quarters were vacated: _____ (See: DSSR Section 925 Maximum Travel Per Diem Rates)

lodging	Number of	Percentage of lodging	Maximum
	occupants x	portion allowed	= portion allowed
Initial Occupant	1	100%	
Family Member 12 & over		75%	
Family Member under 12		50%	
Maximum daily family lodging rate			

2. Calculation of the Meal Portion. This is a flat amount per person/per day intended to help defray costs in excess of meals normally consumed in the permanent residence. Receipts are not required. Post allowance continues while receiving the EQA.

a. On the date the permanent residence quarters were vacated:
Maximum per diem rate for post of assignment (DSSR 925): _____
Post Allowance (DSSR 920, column 3): _____

b. From the table on page 2 of this worksheet, locate the box where the maximum per diem rate and post allowance intersect (two examples below table). This will be the per person/per day meal portion of the EQA.

c. Per person/per day meal amount from table: _____ x family members _____
= Per family/per day meal amount: _____

3. A sample worksheet is provided on page 2 for recording EQA expenses.

EQA – Extraordinary Quarters Allowance Worksheet (DSSR 138)

EQA TABLE FOR DETERMINING PER PERSON/PER DAY MEAL PORTION				
Per Diem Rate for post of assignment (from Section 925)		Post Allowance for post of assignment (from Section 920, column 3)		
From	To	zero to 5%	10% to 30%	35% and over
\$31	\$40	\$2	\$0	\$0
\$41	\$50	\$3	\$0	\$0
\$51	\$60	\$4	\$1	\$0
\$61	\$70	\$5	\$2	\$0
\$71	\$80	\$5	\$2	\$0
\$81	\$90	\$6	\$3	\$0
\$91	\$100	\$7	\$4	\$0
\$101	\$110	\$7	\$4	\$0
\$111	\$130	\$8	\$5	\$0
\$131	\$150	\$10	\$7	\$2
\$151	\$170	\$11	\$8	\$3
\$171	\$190	\$13	\$10	\$5
\$191	\$210	\$14	\$11	\$6
\$211	\$230	\$15	\$12	\$7
\$231	\$250	\$17	\$14	\$9
\$251	\$270	\$18	\$15	\$10
\$271	\$290	\$20	\$17	\$12
\$291	\$300	\$21	\$18	\$13
\$301	OVER	\$23	\$20	\$15

Example 1: If the maximum per diem for the foreign post of assignment is \$210 and the post allowance is 35% then the per person/per day meal amount is \$6.

Example 2: If the maximum per diem for the foreign post of assignment is \$135 and the post allowance is zero then the per person/per day meal amount is \$10.

SAMPLE WORKSHEET FOR EXTRAORDINARY QUARTERS ALLOWANCE CLAIM

Date	(A) Actual Daily Lodging Amount	(B) Maximum Daily Family Lodging Rate	(C) Maximum Daily Lodging Allowable (lesser of A or B)	(D) Per family/ per day meal amount	(E) Maximum daily EQA (C + D)
Total allowable expenses claimed					

FTA - Foreign Transfer Allowance Worksheet (DSSR 240)

Allowable expenses under the Foreign Transfer Allowance are calculated here to process a claim on the SF-1190. This worksheet is reproducible locally. See guidelines on the reverse side of this page.

1. Employee name (Last, First, MI) _____	2. Agency _____
3. Miscellaneous expense portion <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> Flat rate (no receipts required) _____ Without family \$500 _____ With family \$1,000 </div> <div style="width: 10%; text-align: center;">or</div> <div style="width: 45%;"> Itemize (DSSR 241.2a, receipts required) _____ Without family: lesser of one week's salary or GS-13, step 10 _____ With family: lesser of two weeks' salary or GS-13, step 10 </div> </div>	

4. Wardrobe expense portion	Previous or next post & transfer zone _____ Current post & transfer zone _____
Employee w/o Family _____ Employee with one eligible family member _____ Employee with two or more eligible family members _____	

5. Predeparture subsistence expense portion [The following table is set up to accommodate the "totally actual subsistence method" (DSSR 242.3b). For "partial flat rate method" see DSSR 242.3a.] Taxes on lodging may be reimbursed in addition to maximums.

Per Diem rate for U.S. post of assignment used for this calculation: _____

Occupant(s) x Percentage Allowed = Maximum
 allowed

Initial occupant	1	100% of Per Diem	\$
Family members 12 & over		75% of Per Diem	\$
Family members under 12		50% of Per Diem	\$
Maximum daily family rate			\$

Date	(A) Lodging	(B) Per Day Meal/Laundry/Dry Cleaning Statement	(C) Total per day (A+B)	(D) Maximum daily family rate	(E) Maximum daily allowable (lesser of C or D)
Total allowable expenses claimed					

6. Lease penalty expense portion	Lesser of : penalty per terms of lease _____ or three months' rent _____
Authorizing official certifies the following: (a) the employee's transfer to a foreign post of assignment was due solely to actions by the employing agency and to unusual conditions fully beyond the control of the employee; and (b) the termination of the lease and departure of the employee did not result from any specific actions by the employee to seek a curtailment of the assignment for transfer or promotion; and (c) the employee was not negligent in promptly notifying the landlord of the intent to terminate the lease after receiving an official notice of transfer; and (d) all reasonable steps were taken by the employee to dispose of the quarters by sublease or assignment to others; and (e) both the employee and employing agency made reasonable efforts to avoid the full lease penalty by delaying the employee's transfer to a foreign post of assignment.	
Authorizing official's signature _____ Date _____	
7. Remarks	

8. Employee statement: I certify that the amounts claimed are actual costs incurred or those for which I am eligible.	
Employee's signature _____	Date _____

9. Guidelines for the Foreign Transfer Allowance:

- ⇒ See special definition for “United States” for this Chapter (DSSR 241.1c)
- ⇒ Consists of four parts: (a) Miscellaneous expense portion
 - (b) Wardrobe expense portion
 - (c) Predeparture subsistence expense portion
 - (d) Lease penalty expense portion

_____ **Miscellaneous expense portion:**

- ⇒ Two ways to claim: (1) Flat rate or (2) Itemization
- ⇒ Flat rate: No receipts required; \$500 without family; \$1,000 with family
- ⇒ Itemization: Receipts required; limits are based on salary (DSSR 242.1); allowable expenses listed in DSSR 241.2a
- ⇒ May be paid between U.S. and foreign location or between two foreign locations

_____ **Wardrobe allowance:**

- ⇒ Paid only when transferring across two transfer zones (1 to 3 or 3 to 1)
- ⇒ May be paid between two foreign locations or between certain non-foreign areas outside conterminous U.S. and foreign locations
- ⇒ Never paid from conterminous US (48 contiguous states + the District of Columbia) which is zone 2
- ⇒ Zones for foreign areas found in DSSR 920, column 4
- ⇒ Zones for non-foreign areas found in DSSR 242.2b
- ⇒ Paid as a Flat rate - no receipts required
- ⇒ Amount depends on family size (see DSSR 242.2b for current rates)

_____ **Predeparture subsistence expense portion:**

- ⇒ Paid **only** when transferring from post in United States (DSSR 241.1c) to post in foreign area
- ⇒ Based on per diem for post of assignment in U.S. regardless of where days are spent
- ⇒ Paid up to ten days before final departure to foreign post
- ⇒ Ten days may be spent anywhere in U.S., however, final departure **must** be from U.S. post of assignment
- ⇒ Totally Actual Subsistence Method: receipts required for lodging; plus certified meal/laundry/dry cleaning statement (no receipts required)
- ⇒ Partial Flat Rate Method: receipts required for only lodging

_____ **Lease penalty expense portion:**

- ⇒ May be paid from either a post in the U.S. to a foreign area or between posts in foreign areas
- ⇒ Authorizing official must certify in writing to five statements in DSSR 242.4 (statement also on page 1 of FTA worksheet)
- ⇒ Amount allowed limited to terms of lease or three months' rent, whichever is less

HSTA - Home Service Transfer Allowance Worksheet (DSSR 250)

Allowable expenses under the Home Service Transfer Allowance are calculated here to process a claim on the SF-1190. This worksheet is reproducible locally. See guidelines on the reverse side of this page.

1. Employee name (Last, First, MI)	2. Agency
---	------------------

3. Miscellaneous expense portion	
<u> </u> Flat rate (no receipts required) <u> </u> Without family \$500 <u> </u> With family \$1,000	<i>or</i> <u> </u> Itemize (DSSR 251.2a, receipts required) <u> </u> Without family: lesser of one week's salary or GS-13, step 10 <u> </u> With family: lesser of two weeks' salary or GS-13, step 10

4. Wardrobe expense portion Previous/next post & transfer zone _____		
Current post & transfer zone _____		
Employee w/o family _____	Employee with one eligible family member _____	Employee with two or more eligible family members _____

5. Subsistence expense portion	
a. Under <u>Flat rate method</u> , use per diem rate for U.S. post of assignment: _____	
b. Under <u>Actual subsistence method</u> , use CONUS per diem rate if transferring to within the 48 contiguous United States or District of Columbia.	
If transferring to non-foreign, outside CONUS location (DSSR 251.1c), use per diem for that non-foreign location: _____	

⇒ **Flat rate method:** Limit of 30 days with no extensions, agency may limit to fewer days. No supporting documentation need be submitted. Agency should verify occupancy of temporary quarters and may require employee to keep receipts. Daily amount (percentage of U.S. post of assignment per diem): Initial occupant 75%; each additional occupant 25%

⇒ **Actual subsistence method:**

Days 1 through 30: Occupant(s) x Percentage allowed = Maximum allowed

Initial occupant	1	100% of Per Diem	\$
Family members 12 & over		75% of Per Diem	\$
Family members under 12		50% of Per Diem	\$
Maximum daily family rate			\$

Days 31 through 60 (and days 61 through 120 with agency approval):

Occupant(s) x Percentage allowed = Maximum allowed

Initial occupant	1	75% of Per Diem	\$
Family members 12 & over		50% of Per Diem	\$
Family members under 12		40% of Per Diem	\$
Maximum daily family rate			\$

Sample of worksheet for actual subsistence method. Claim should be for 30 day periods. Taxes on lodging may be reimbursed in addition to maximums under actual subsistence method only – not under flat rate method..

Date	(A) Lodging	(B) Per Day Meal/Laundry/Dry Cleaning Statement	(C) Total per day (A + B)	(D) Maximum daily family rate	(E) Maximum daily allowable (lesser of C or D)

6. Lease penalty expense portion	
Lesser of: penalty per terms of lease _____ <i>or</i> three months' rent _____	
Authorizing official certifies the following: (a) the employee's transfer to the United States was due solely to actions by the employing agency and to unusual conditions fully beyond the control of the employee; and (b) the termination of the lease and departure of the employee did not result from any specific actions by the employee to seek a curtailment of the assignment for transfer or promotion; and (c) the employee was not negligent in promptly notifying the landlord of the intent to terminate the lease after receiving an official notice of transfer; and (d) all reasonable steps were taken by the employee to dispose of the quarters by sublease or assignment to others; and (e) both the employee and employing agency made reasonable efforts to avoid the full lease penalty by delaying the employee's transfer to the United States.	
Authorizing official's signature _____	Date _____

7. Remarks

8. Employee Certification Statement (see exception at DSSR 251.1b): In order to be eligible for a grant of the home service transfer allowance, I certify that I agree to complete 12 months in United States Government service following the effective date of my transfer to a post in the United States or other non-foreign area, unless separated for reasons beyond my control which are acceptable to my employing agency. Failure to comply will result in my liability for repayment of this allowance.	
Employee's signature _____	Date _____

HSTA - Home Service Transfer Allowance Worksheet (DSSR 250)

9. Guidelines for the Home Service Transfer Allowance:

- ⇒ See special definition for “United States” for this Chapter (DSSR 251.1c)
- ⇒ Employee must sign agreement to work twelve additional months for the Federal Government (252.5b-see exception at DSSR 251.1b)
- ⇒ Consists of four parts:
 - (a) Miscellaneous Expense Portion
 - (b) Wardrobe Expense Portion
 - (c) Subsistence Expense Portion
 - (d) Lease Penalty Expense Portion

_____ **Miscellaneous Expense Portion:**

- ⇒ Two ways to claim: (1) Flat rate or (2) Itemization
- ⇒ Flat rate: No receipts required \$500 without family; \$1,000 with family
- ⇒ Itemization: Receipts required. Limits are based on salary (DSSR 252.1). Allowable expenses listed in DSSR 251.2a
- ⇒ May be paid between foreign location and U.S.

_____ **Wardrobe Expense Portion:**

- ⇒ Paid only when transferring across two transfer zones (1 to 3 or 3 to 1)
- ⇒ May be paid between foreign location and certain non-foreign areas outside conterminous U.S.
- ⇒ Never paid to conterminous U.S. (48 contiguous states + the District of Columbia) which is zone 2
- ⇒ Zones for foreign areas found in DSSR 920, column 4
- ⇒ Zones for non-foreign areas found in DSSR 252.2
- ⇒ Paid as flat rate depending on family size, no receipts required (see DSSR 252.2 for current amounts)

_____ **Subsistence Expense Portion:**

- ⇒ Paid only when transferring from foreign post to the United States (DSSR 251.1c).
- ⇒ Paid by either Actual subsistence method or Flat rate method
 - If Agency offers both methods, then employee chooses method of reimbursement **prior to** commencement of HSTA.
 - If Agency does not offer both methods, Actual subsistence method is used.
- ⇒ Actual subsistence method: Paid up to 60 days with an additional 60 days allowed with agency approval; receipts required
 - for lodging; certified meal/laundry/dry cleaning statement required, but no receipts.
- ⇒ Flat rate method: No receipts required, limited to 30 days

_____ **Lease Penalty Expense Portion:**

- ⇒ Paid from post in foreign area to United States
- ⇒ Authorizing official must certify in writing to five statements in DSSR 252.4
- ⇒ Amount allowed limited to terms of lease or three months' rent, whichever is less.

EDA - Education Allowance Worksheet (DSSR 270)

Allowable expenses under the Education Allowance may be computed here to process a claim on the SF-1190. This worksheet is reproducible locally. See guidelines on the reverse of this page.

Employee's Name (Last, First, MI)		Agency	Date		Grant Number			
Name of Child/Date of Birth (mm/dd/yy)	Name and Address of School	At-post	Away-from-post	Home study	U.S. Grade Equiv.	Date Child Enters School	Date Child Leaves School	
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								

Methods of education described on reverse side of worksheet

	Child 1	Child 2	Child 3	Child 4	Child 5	Child 6	Child 7	Child 8
Basic tuition								
Necessary electives								
Books and supplies								
Local transportation (At-post only)								
AP or IB exam fees (see DSSR 271i)								
Away-from-post transportation								
Room and board (Away-from-post)								
Subtotal								
One-time fees								
English as a second language								
Supplementary instruction								
Total								
Home study/Private Instruction (Grades K-12)								

Remarks: Include exchange rate used if costs in local currency. Area for prorating allowance if necessary (DSSR 274.22f) and for figuring local transportation when private car or carpool used (DSSR 277.1f)

EDA - Education Allowance Worksheet (DSSR 270)

Employee must choose one of the three methods of education: (1) At-post (2) Away-from-post or (3) Home study/Private Instruction.

(DSSR 276.3) Education allowances shall not be paid for a child in the U.S. who (1) has a parent in the U.S. (unless divest of custody); (2) is under Separate Maintenance (unless on Involuntary SMA and a foreign SMA point has been authorized) Allowance or (3) has traveled to the U.S. under educational travel within the past 12 months.

(1) School at-post (DSSR 277.1) Allowance rates in DSSR 920, column 5

If “At-post” and “Away-from-post” allowances in DSSR 920 **are the same**, the school at post is considered **adequate**.

Allowable expenses:

- Basic tuition
- Necessary electives
- Books and supplies normally provided free of charge in U.S. public schools
- Required fees (one-time fees limited to base school; see DSSR 272.3 when limit is reached)
- Local transportation
- Supplementary instruction reimbursement (see DSSR 274.12a and 276.9 for details)

(2) School Away-from-post (DSSR 277.2) Allowance rates in DSSR 920, column 5

If “At-post” and “Away-from-post” allowances in DSSR 920 **are not the same** (i.e., “away” is higher), the school at post is considered **inadequate**.

Allowable expenses:

- Basic tuition
- Necessary elective courses
- Books and supplies normally provided free of charge in U.S. public schools
- Required fees
- Room and board (277.2b)
- Periodic transportation to/from post during school closings (277.2c)

(3) Home Study/Private Instruction (277.3)

- Grades K through 8 are based on the Calvert School, Baltimore, Maryland
- Grades 9 through 12 are based on the University of Nebraska
- Current rates are in 274.12b
- Rates are set to include all necessary curriculum costs

Special Needs Education Allowance (276.8)

- Current “At-post” and “Away-from-post” rates are in 274.12c. See 276.81 when costs exceed maximum.
- Rates are not the same as “At-post” and “Away-from-post” listed in DSSR 920
- Documentation at post must include Individual Education Plan (IEP)
or Individual Family Service Plan (IFSP) which delineates educational requirements

EPW – EVACUATION PAYMENTS WORKSHEET (DSSR 600)

(See reverse on this page for additional details)

Saf haven Location used to calculate the Subsistence Expense Allowance (SEA). If within the U.S., include name of county to further identify safe haven location.

City _____ County (U.S. only) _____
 U.S. State or Country _____

Saf haven Lodging (“L”) _____ Meals & Incidental Expenses (“M&IE”) _____

Saf haven Advance Received \$ _____

The commercial rate requires a receipt for lodging in a hotel, motel, commercially leased house or apartment, or other transient-type commercial establishment.

	Commercial Rate Days 1 through 30	Commercial Rate Days 31 through 180
First Evacuee	100% x L = _____ 100% x M&IE = _____	100% x L = _____ 80% x M&IE = _____
Each other Eligible Family Member 18 & over	100% x M&IE = _____	80% x M&IE = _____
Each other Eligible Family Member under 18	50% x M&IE = _____	40% x M&IE = _____
<p align="center">SPECIAL FAMILY COMPOSITION CONSIDERATION (Check Only One)</p> <p>_____ First Evacuee plus one (non-spouse eligible family member, age 18 and older). _____ First Evacuee plus one (non-spouse eligible family member of opposite gender, age 12 and over). _____ First Evacuee plus two (one non-spouse eligible family member, age 18 and older; or one non-spouse eligible family member, opposite gender, age 12 and older) _____ First Evacuee plus three (one non-spouse eligible family member, age 12 and over). _____ First Evacuee plus four or more family members. _____ NOTE: For special family composition consideration not addressed above, submit request through agency to the Director, Office of Allowances (A/OPR/ALS), U.S. Department of State, Washington, D.C. 20522-0104.</p> <p>See reverse for further explanation of the commercial rate and application of 50% above the 100% lodging level when the special family composition applies.</p>		

The “non-commercial” rate will apply for days when a receipt for a commercial establishment is not received.

	Non-Commercial Days 1 through 30	Non-Commercial Days 31 through 180
First Evacuee	10% x L = _____ 100% x M&IE = _____	No lodging amount paid 80% x M&IE = _____
Each other eligible family member 18 and over	100% x M&IE = _____	80% x M&IE = _____
Each other eligible family member under 18	50% x M&IE = _____	40% x M&IE = _____

EPW - EVACUATION PAYMENTS WORKSHEET (DSSR 600)

(Page 2 of 2)

Additional Evacuation Payments

- ✓ In addition to SEA payments, a transportation allowance may be paid as follows: \$10 per day for first evacuee; \$15 per day for first evacuee and one eligible family member; \$20 per day for first evacuee and two or more eligible family members.
- ✓ An air freight replacement allowance may be paid if air freight was not shipped **FROM** post. Employees and eligible family members will still be eligible to ship air freight **BACK TO** post. Amounts are: \$250 for first evacuee only; \$450 for first evacuee and one eligible family member; \$600 for first evacuee and two or more eligible family members.

Internet Sources for All Per Diem Rates

--48 states and DC (continental US) = GSA (Per diems are first listed by county. Exceptions are noted. If there is not a separate listing, per diem rate used to calculate SEA should be CONUS) <http://www.gsa.gov/>

--Non-Foreign, outside continental US = DOD <http://www.dtic.mil/perdiem/pdrates.html>

--All Foreign Locations = STATE <http://www.state.gov/m/a/als/prdm/>

Basic rules for determining SEA payments

If you are at your official safehaven, SEA is calculated using the per diem rate for your official safehaven. Official safehaven of first evacuee is used to determine payments for all eligible family members. If you are at an approved alternate safehaven, SEA is calculated using the LOWEST of the per diem rates for the following: (a) official safehaven; (b) approved alternate safehaven; or (c) Continental US (CONUS) [as of 5-1-05, that is \$91 (\$60 for lodging; \$31 for M&IE)]

Commercial Rate

Commercial Rate is based on first evacuee's safehaven location. Reimbursement of lodging costs is based on actual costs (receipts required) up to the maximum allowed. Room taxes for CONUS or non-foreign, outside CONUS safehaven locations may be reimbursed in addition to the lodging maximum. Room tax for foreign safehaven is already included in the maximum and is not reimbursed separately. M&IE component is paid as a flat amount, no itemization, no receipts required and is based on the first evacuee's safehaven location.

First evacuee may be reimbursed for actual expenses up to 50% above this maximum due to special family composition (check appropriate situation under "Special Family Composition Consideration"). Receipts are required. Reimbursement is based on first evacuee's safehaven lodging rate and special consideration counts only eligible family members residing at first evacuee's safehaven location. Examples of maximum reimbursement when applying 50% above maximum: (1) If first evacuee's safehaven lodging rate is \$150, maximum reimbursement for family lodging will be \$225 per day. (2) If first evacuee's safehaven lodging rate is \$100, maximum reimbursement for family lodging will be \$150 per day

Non-Commercial Rate

Non-commercial rate is based on first evacuee's safehaven location. Lodging and M&IE components are flat amounts. Receipts are not required.

OMNIBUS EXHIBIT

The following is general information based on the applicable DSSR chapters. Agency implementing regulations should also be referenced.

PA - Post Allowance (DSSR 220)

- The post allowance is a cost-of-living allowance granted to an employee officially stationed at a post in a foreign area where the cost of living, exclusive of quarters costs, is substantially higher than in Washington, D.C.
- The amount of the allowance is a percentage of “**spendable income**” - that is, the portion of basic compensation available after deductions for taxes, gifts and contributions, savings (including insurance and retirement) and U.S. shelter and household utility expenses. Post allowance is not taxable.
- Post allowance cannot be paid at the same time as Temporary Quarters Subsistence Allowance (TQSA)
- Steps in calculating a post allowance:
 - (a) DSSR 920, Locate Post (Cost of Living Allowance) Class for post of assignment.
 - (b) DSSR 229.1 Post Allowance Payment Table (ranging from one person to six or more persons in family). Determine appropriate table by number of persons in family **residing** at post)
 - (c) DSSR 229.1, locate employee’s annual salary on appropriate payment table
 - (d) DSSR 229.1, locate annual post allowance rate (on appropriate payment table, the amount at the intersection of the employee’s annual salary and post class percentage).
 - (e) Daily post allowance rate = annual post allowance rate (“d” above) divided by days in calendar year. (Note: For teachers paid on a school year basis, see DSSR 724.3.)
 - (f) Bi-Weekly post allowance rate = daily rate determined in (“e”) above times 14
 - (g) Post allowance rate for any other period = daily rate determined in (“e”) times number of days

SMA - Separate Maintenance Allowance (DSSR 260)

- Two types of SMA: Voluntary (“convenience of employee”) and Involuntary (“convenience of the government”)
- Unless designated otherwise by head of agency, family members on SMA are considered to be officially residing in the U.S.
- If a foreign area is officially designated for involuntary SMA, a child may be eligible for education allowance at the foreign location (DSSR 262.3b).
- Initial election for each family member at time of assignment to foreign location: (a) put family member(s) on orders and take them to post or (b) put family member(s) on SMA. Note: under voluntary SMA the employee can make one change after the initial election **ONLY ONCE DURING A TOUR OF DUTY** (see exception at DSSR 264.2(2) for situation following termination of authorized/ordered departure - evacuation). Check agency definition of tour of duty.
- DSSR 263 lists circumstances not warranting SMA
- Except for reasons stated in DSSR 262.3a, cannot make change of election in first or last 90 days at a post
- Voluntary SMA age for child is limited to under 18 unless in secondary school; Involuntary SMA age for child is limited to under 21

OMNIBUS EXHIBIT

SMA - Separate Maintenance Allowance (DSSR 260) (cont'd)

- Voluntary SMA: family members cannot reside within same country as employee or within 300 miles (one-way road mileage) of the employee. Note: This rule does not apply to Involuntary SMA.
- For SMA, a special definition of “member of family” applies to parents, brothers and sisters of the employee or spouse. They must have resided with the employee for a period of at least one year immediately prior to the date of separation.
- Annual SMA rates for Voluntary and Involuntary SMA are listed under DSSR 267.1. Reductions when government quarters or special benefits are available to family members are listed under DSSR 267.2.
- When an employee is transferred from a post where SMA has been granted, he or she must re-apply for SMA (DSSR 266.2) for next foreign post.

EDT - Educational Travel (DSSR 280)

- Educational Travel may be used for a child in secondary school (grades 9-12) or in a full-time undergraduate college, technical or vocational school program. Child must attend school in the U.S. (if “college junior year abroad program” school abroad must be affiliated with the U.S. college child has been attending).
- Only one round trip is allowed in a twelve month period. The first leg of educational travel may start from either the post or school. Unless otherwise authorized by the Director, Office of Allowances, Department of State, a child must reside 7 consecutive days at post prior to travel from post to school unless child’s travel to post was not at Government expense.
- An anniversary date is established when child first travels from post or school under educational travel (“first leg”). When the child returns to post or school depending on the first leg, this (“second leg”) completes one annual round trip. The child cannot travel under educational travel until the anniversary date is again reached (however, there is a 30-day window for travel prior to the anniversary date to allow for varying school opening and closing dates). Employee would be reimbursed for such travel after the anniversary date has passed.
- “Legs” of travel must be used between anniversary dates. That is, “legs” cannot be accumulated if not used during the correct period between anniversary dates.
- Anniversary date is not interrupted if employee transfers from one foreign post to another without a break in service or if employee is transferred to the U.S. for less than a year. If employee is assigned to U.S. for more than one year, anniversary date is then reestablished once employee goes to next foreign post.
- Child cannot travel to post under Educational travel if employee will be transferred to U.S. or commencing home leave within 30 days of child’s travel to foreign post.
- Educational travel is available to a child who “normally resides” with the employee except for being at school and may extend through age 22 (prior to age 23). If child has been in military, years may be extended beyond age 22 (see section 284).
- If child is under 21 and is on employee’s orders and goes directly to school and employee goes to foreign post, child may travel from school to post on orders (cost-constructive basis) if travel on orders commences prior to the 21st birthday. This would not be use of educational travel.

OMNIBUS EXHIBIT

PD - Post Differential (DSSR 500)

- Post differential rates are listed in Section 920, under heading of Post (Hardship) Differential, of the DSSR. The “lead agency” (see reporting requirements link) should coordinate with all agencies at post to submit a well-rounded Post Differential Questionnaire (DS-267).
- Environmental conditions in the foreign location are reported on the DS-267. The questionnaire is then evaluated and measured against standards for the continental United States. Points are given when conditions are significantly worse than in the United States.
- Post differential percentages are determined by the total points warranted based on the DS-267. The post differential levels are 5, 10, 15, 20 and 25% (maximum allowed by law) of basic compensation (DSSR definition 040k). It is subject to federal tax.
- For employees permanently assigned to a differential post, refer to DSSR 531 & 532 for commencement and termination of the differential. Personnel on detail (see DSSR 511c) at a differential post, refer to DSSR 540.
- To be eligible for post differential when on detail at a foreign post, an employee must be eligible for post differential at his/her foreign post of assignment or be on extended detail from a U.S. post of assignment (DSSR 031.3).
- To be eligible for post differential when on detail, an employee must accumulate 42 days at one or more differential locations. The differential is paid starting **from** the 43rd day (and not for the initial 42 days). (See exceptions for countries/posts designated as “footnote n” (DSSR 541). When the employee must return to the U.S. for government-related reasons, and the stay in the U.S. is 14 consecutive days or less, the eligibility period (i.e. 42 days) does not need to be re-established.
- Except for a condition of emergency evacuation (DSSR 532 e and f), if an employee is detailed to another differential (or non-differential) post, his or her permanent post differential rate will “carry” for the first 42 consecutive days. After the 42nd day, post differential will be paid at the rate for each detail differential post. See DSSR 532 a.(2) if employee is detailed from foreign post to United States.
- Post differential is paid only for hours for which basic compensation is paid.

DP - Danger Pay (DSSR 650)

- Danger Pay posts are indicated by footnote letters next to the Hardship Differential rates in Column 6, Section 920. The actual Danger Pay rates are listed in the footnotes section.
- Danger Pay may be paid when permanently assigned or detailed to a danger pay post.
- DSSR 652f danger pay is based on the danger pay factors form as submitted by the affected post. The percentages are 15, 20 or 25 percent of basic compensation (DSSR 040k).
- The highest danger pay allowance of 25% applies only when eligible family members are not allowed at post.
- Danger pay is subject to federal tax.
- DSSR 652g danger pay may be granted once U.S. military forces are designated to receive imminent danger pay and the post has met circumstances defined by the Secretary of State. This is a specialized danger pay only for civilians who accompany U.S. military forces. The payment is the same as that paid to U.S. military forces for imminent danger pay.
- DSSR 652f and 652g danger pay are not paid at the same time.
- DSSR 652g danger pay and post differential which contains political violence credit (listed in DSSR 920 footnote “v”) will not be paid at the same time.
- DSSR 652f danger pay and post differential may be paid at the same time since the political violence points have been removed from the post differential when this type danger pay is established. Sometimes post differential will be reduced when political violence points are removed when 652f danger pay is established.
- Danger pay is paid only for hours for which basic compensation is paid.

CHAPTER 1000DIFFICULT TO STAFF INCENTIVE DIFFERENTIAL1000 General

The head of an agency may grant a Difficult To Staff Incentive Differential to an employee assigned to a differential post upon a determination that especially adverse conditions of environment warrant additional pay as a recruitment and retention incentive to fill the employee's position at that post.

1010 Agency Determination

- a. The head of an agency may authorize the payment of an individual grant of a Difficult To Staff Incentive Differential of an additional 15 percent over basic compensation to employees assigned to a foreign post. If the post for which the differential is authorized is also authorized for danger pay allowance, the combination of the danger pay allowance and the Difficult To Staff Incentive Differential may not exceed 25 percent of the basic compensation. Only employees eligible to receive Post Differential as defined in Chapter 500 may receive the Difficult To Staff Incentive Differential.
- b. The head of an agency may authorize payment of the Difficult to Staff Incentive Differential on a position-by-position, occupational specialty, and/or post-by-post-need.
- c. The head of an agency may only authorize payment of a Difficult to Staff Incentive Differential to employees assigned to posts which are authorized for a 15, 20 or 25 percent Post Differential at the time of assignment or extension of tour-of-duty. Posts receiving such differential are listed in DSSR Section 920, Post Classification and Payment Tables, column 6 (Differential Rate).
- d. Agencies will maintain their list of Difficult to Staff Incentive Differential designations.
- e. Should Post Differential at a post of assignment be reduced below 15%, an employee assigned to a position determined to be difficult to staff will continue to receive the Difficult To Staff Incentive Differential until conclusion of the assigned tour-of-duty or permanent departure from post of assignment.
- f. The Difficult to Staff Incentive Differential is not subject to any ceiling which would provide a payment less than the full percentage rate prescribed for the post.

1020 Payment

Certifying officers may approve and execute grant payments no more frequently than once annually upon the completion of each year at post. Each continuous time of 30 calendar days or less away from country of assignment, including combinations of annual leave, sick leave, and Leave Without Pay, will be included as continuing presence at post. Each ordered departure of 60 calendar days or less and each Temporary Duty travel taken away from post of assignment of 30 calendar days or less will be treated as continuing presence at post for purposes of fulfilling the one year period. Authorizing and certifying officers will pay the grant upon the submission by an employee of a properly executed SF-1190 and confirmation by the authorizing office that the payment is appropriate (see also 077.32c).